

Procedure Mold Control P7.5-3 Rev. C

Approved By: Keith Gibson, President

Purpose: To document process for mold control.

Scope: All molds used for production in the Mold Department.

Authority: The President, Quality Manager and Plant Manager have the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 7.5 Product Realization
- Master List of Molds
- Tool Room Work Log
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
12/10/96	Reissued as part of new manual – no changes except to responsibility column	A	MO
10/29/02	Updated to ISO 9001:2000 requirements and flow charted.	B	KG
01/26/04	Added note for new tooling and modifications perform first article or modification dimensions or customer approval.	C	MO

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Supervisor or Designee

Additions of or modifications to molds must be approved by IE or QM. Depending on modification or new mold, first run parts on mold must be inspected by QA. Either a 100 % dimensional first article is performed or an inspection of the modified dimensions shall be performed prior to running production parts. In some instances customer approval of modifications or new molds will supersede internal QCI first article or modification inspections.

Have Tool Room or supplier make new mold then update Master List of Molds . Assign new number to mold {[Customer ID] [Issue # to style]-[# of Cavities]-[S shuttle or U upright]-[A stand alone or F family]} ex: ST 01-4-U-A (Snap Tight 1st Style- 4 Cavity- Upright- Stand Alone).

If Mold is modified or repaired then have Tool Room Document changes on Tool Room Work Log. Reference Step 1 above for inspections of new and/or modified molds.

END