

Press-Room "Damage Control" Record

In the event of miss-stamped parts, positive supervisor intervention is crucial to protecting our customers. This control record is meant to assist the supervisor in optimizing this protection, and for each occurrence a completed form must be attached to the production control sheet FM1.

Responsibilities:

- It is the **production supervisor's** responsibility to manage this occurrence, and complete this form to indicate proper damage control and closure for this occurrence.
- It is the **press operator's** responsibility to participate as directed by the supervisor, and to sign this form to acknowledge proper damage control and closure of this occurrence.
- It is the **quality technician's** responsibility to write reject tags as appropriate, and sign this form to acknowledge awareness of this occurrence.

Description of occurrence: **Part No.** _____ **Date of occurrence:** _____

- Were defects isolated to small container OR large container?
- How many containers are involved? _____
- Was the Quality Department notified of this occurrence? Yes No
- Were defects removed from the entire process, (Die, Conveyor, Press Bolster ...etc?) Yes No
- Was the tool room notified, and involved during the correction? Yes No
- Was the correction made, and production continued? Yes No
- Was production terminated, or postponed for future scheduling? Yes No
- Were suspect parts completely resolved? Sorted Scrapped Quarantined.

Additional Comments:

All the following signatures are required, acknowledging proper damage control and closure of this occurrence.

Production Supervisor

Press Operator

Quality Technician

Date