

BACHMAN MACHINE COMPANY  GENERAL INSTRUCTIONS	PREPARED BY: SUPERVISOR	DATE: 02/05/12	PAGE 1 OF 2
	APPROVED BY: Production Manager	REVISION: B	GI-M13
TITLE: Press Operation – Running Procedures			

## 1.0 PURPOSE

The purpose of this instruction is to describe the “Running” procedure for press operations.

## 2.0 SCOPE

This instruction applies to all Press Room employees.

## 3.0 RESPONSIBILITY

The department manager is responsible for adhering to this procedure, working with the shift supervisors.

## 4.0 DEFINITIONS - N/A

## 5.0 REFERENCE DOCUMENTS

- FM-1 “Production Control Sheet”
- FM-84 “Damage Control Record”

## 6.0 PROCEDURE

- 1) Always confirm:
  - a) Oiler spray heads are spraying, proper oil and oil level in tank
  - b) Shakers/conveyors are operating- confirm that the parts/scrap are exiting properly
  - c) Shut height stays constant
  - d) Tonnage monitor is working (not bypassed), and within parameters.
  - e) Acceptable conditions of steel throughout the run. Look for scratches, stains/rust, laminations (separation or bubbles in steel), or any unusual condition.
  - f) Waste oil level- check drain troughs for any blockage
  - g) Correct Down-Time Code is selected- i.e. production, coil change, tool maintenance, press maintenance, etc.
  - h) Feed pilot is operating and air pressures are set correctly
  - i) Tare weight on skids and bulk containers
  - j) Presence of proper documents - notify your shift leader or supervisor if missing.
  - k) Keep press doors closed where applicable while running production unless instructed otherwise by a supervisor.

## 6.0 PROCEDURE (continued)

- 2) Check a part:
  - a) Out of each lane before dumping the parts from the catch pan into bulk container
  - b) A minimum of four times per bulk container unless Setup/Operator Manual states more frequently or if conditions exist that require more frequent inspections, (If unsure see shift leader or supervisor)
- 3) Record material information- coil weight, heat number, tag number. If missing a tag or any information, notify shift leader or supervisor.
- 4) Always be aware of unusual sounds or a sudden change of sounds in the press or die or other equipment. If noticed, report to shift leader or supervisor immediately.
- 5) Before parts/scrap bins are full, give the fork truck operator reasonable advanced notice to move/empty the bins.
- 6) Fill out operator portion of the In-Process Inspection Sheet.
- 7) If press is down record on the Production Control Sheet the reason for down time- i.e. press repair, die maintenance, etc.
- 8) When rejecting material, write on the back of the Production Control Sheet why material is rejected- i.e. stains, rust, scratches, lamination, etc. If rejected material consists of more than half of a pan of parts, fill out Scrap Sheet, and obtain the proper authorization signature. FM 84 must be filled out and attached to FM 1.
- 9) Keep work area clean: this includes scrap, parts, excessive oil, dirty gloves, shop towels, etc..
- 10) If the material handler is unavailable, it is the operator's responsibility to perform the functions necessary to keep the job running.
- 10) When starting a new coil, the first two progressions, (***whether it's from starting a coil or during die maintenance***), must be held in a red container at each press, rather than immediately discarded by the operator. It will then be necessary to have these parts verified by the production supervisor, along with the operator by the end of each shift. Each person involved, must sign a designated spot on the production control sheet. Once this cross-functional verification is done, the parts can then be scrapped.

***Note: Essentially, each coil start will be represented individually on the production control sheet, and each coil start entry must include at least two people's initials for validation. Failure to do this will result in a quarantine of the affected containers, 100% sort and possible action towards the operator and/or supervisor.***