

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: SUPERVISOR	DATE: 01/19/10	PAGE 1 OF 1
	APPROVED BY: MATERIALS MGR.	REVISION: A	GI-M15
TITLE: Sorting Procedures			

1.0 PURPOSE

The purpose of this instruction is to describe the sorting procedure.

2.0 SCOPE

This instruction applies to any employees chosen to sort parts.

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 - N/A

6.0 PROCEDURE

- 1) See Quality Assurance personnel or Production Supervisor for proper instructions.
- 2) When leaving area, make sure containers are identified properly, i.e. "To Be Sorted", "Sorted Good", or "Sorted Reject".
- 3) Upon completion of container, identify with a new label. Be sure to include correct part information, "100% Inspected" identifier, i.e. stamp, dot, or sticker.
- 4) Write scrap count on red tag and give to Quality Assurance personnel.
- 5) Return any gages used for sorting to Quality Assurance personnel.