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| BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS | PREPARED BY: SUPERVISOR | DATE: 01/19/10 | PAGE 1 OF 2 |
| | APPROVED BY: MATERIALS MGR. | REVISION: A | GI-M8 |
| TITLE: Time Clock Procedures | | | |

1.0 PURPOSE

The purpose of this instruction is to describe the Time clocks and proper use.

2.0 SCOPE

This instruction applies to all BMC employees expected to use the time clocks for their work time and reporting inventory related information.

3.0 RESPONSIBILITY

Each individual department manager is responsible for adhering to this time clock procedure, working with the shift supervisors.

4.0 DEFINITIONS - N/A

5.0 REFERENCE DOCUMENTS - N/A

6.0 Procedure

- 1) To clock in or out:
 - a. Scan your name and verify your employee number
 - b. Scan "Menu Type"- (Time)
 - c. Scan "Trans Type"- either "Clock In" or "Clock Out"
 - i. Scanning "Clock In" will display #1
 - ii. Scanning "Clock Out" will display #2

6.0 PROCEDURE (continued)

- 2) To clock off of a job:
 - a. Scan your name and verify your clock number
 - b. Scan "Menu Type" - (Job)
 - c. Scan "Trans Type" - (Run or Setup) Select Run
 - d. Scan job number on "Bar Code Sheet" from press
 - e. Scan correct "Operation" from "Bar Code Sheet"
 - i. 10 – Production
 - ii. 8 – Packing/Rework
 - iii. 6 – Helper
 - iv. 1 – Tool Maintenance
 - f. Enter quantity of parts you ran- be sure to subtract all scrap parts
 - g. Enter quantity of parts scrapped
 - h. Enter 23 for "Reason Code"- **this is always 23**
 - i. Scan "No for Op. Complete", or type N and press enter.
 - j. Press "Enter" for "Location"
 - k. Press "Enter" for "Lot"

- 3) To clock off a Setup:
 - a. Scan your name and verify your clock number
 - b. Scan "Menu Type"- (Job)
 - c. Scan "Trans Type" – (Setup)
 - d. Scan correct job number from "Bar Code Sheet" at the press
 - e. Scan "Operation Number" – this is usually a 10 or 20.

- 4) To clock off indirect shop time (use Indirect Menu Barcode Sheet at time clock):
 - a. Scan your name and verify your clock number
 - b. Scan "Menu Type"
 - c. Scan "Trans Type"
 - d. Scan "Labor Code"
 - i. Use "Prod. Code" barcode

- 5) If you make a mistake during any "time clock" procedure, press clear or F3 start over.

- 6) If you complete a time clock transaction and some information is not correct, for example- incorrect parts count, please advise your lead-man or supervisor, so they can take appropriate actions.