

			<h2>Tool Repair Work Orders</h2>
QMS GI-M2	Rev B	Date 11-12-12	Procedure Authority: Production Manager

Purpose: The purpose of this procedure is to describe the methods used when initiating a tool repair request.

Scope: This procedure applies to all departments with regard to the initiation and routing of a “Tool Repair Work Order.” FQ9

Responsibility: The Tool-Room Manager is responsible for the surveillance of tool repair, dispatching of work, and proper routing and maintenance of repair records.

Definitions: NA

Reference Documents: FQ9 – Production Repair Work Order

Procedure:

1. When tooling has been identified as needing repair, the quality manager, production manager, or tool-room manager, or their respective designee must initiate a “Tool Repair Work Order FQ9”.
2. The originator of the work order must provide the following information, the date, a signature, the tool number, customer name, tool description, end of run status, and a description of the problem.
3. The originator must distribute copies of the work order in the following manner: The golden rod copy to the Quality department, the pink copy to the Production Manager, and the other copies in tact, are given to the Tool-room Manager or designee.
4. Upon completion of the tool repair, the Tool-room Manager or designee must complete the “description of work done” section of the work order.
5. The Tool-room Manager or designee will make final distribution of the remaining work order copies in the following manner: the yellow copy will be forwarded to the Production Manager and then forwarded to the Quality department. The white copy will be retained by the tool-room Manager and filed appropriately for adequate recall.