

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS		DATE: 08/05/11	PAGE 1 OF 2
	PREPARED BY: SUPERVISOR		
	APPROVED BY: MATERIALS MGR.	REVISION: B	GI-M7
TITLE: STEEL/PRODUCTION MATERIAL HANDLING			

1.0 PURPOSE

The purpose of this instruction is to describe the handling of production materials.

2.0 SCOPE

This instruction applies to all material used by the BMC production departments.

3.0 RESPONSIBILITY

The Materials Manager is primarily responsible for this instruction, working with the shift supervisors.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

N/A

6.0 PROCEDURE (See Figure 1 attached)

1. The truck delivers the material to the dock.
2. The receiving department verifies the packing slip to the BMC P.O. When the packing slip matches the BMC P.O. the receiving department relays the material size and type to the Q.A. department.
3. Q.A. will inspect the material to GI-Q1 ("Dock Audit – Incoming").
4. The receiving department will produce identification tags and affix to the material.

5. The forklift driver unloads the truck and stores the material in a designated area.
6. All steel will be protected from damage or degradation by all means available, i.e. moisture barriers on wood skids and skids inspected for strength as necessary.
7. Material is stored and now ready for a scheduled production run.
8. This procedure applies to customer furnished material as well as BMC purchased material.
9. Should customer supplied material be left over after a production run, the customer is notified and asked for disposition of their material.
10. If the customer asked BMC to keep their material in our storage, it shall be periodically inspected for deterioration and customer notified should deterioration take place.
11. Customer will then make disposition.