

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: SUPERVISOR	DATE: 01/19/10	PAGE 1 OF 2
	APPROVED BY: MATERIALS MGR.	REVISION: A	GI-M14
TITLE: Press Operation – Pull and Clean			

1.0 PURPOSE

The purpose of this instruction is to describe the “Pull and Clean” 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 - N/A

6.0 PROCEDURE

- 1) Properly tag the last bin of parts, and move to the warehouse.
- 2) Take the job sheet, last part(s), and gauge(s) to the Quality Assurance Department for the proper stamp off. Leave the last part(s) and gauge(s) with QA.
- 3) Take job sheet, strip, and last part(s) to tool room maintenance to have a sign off on the job sheet. Return the strip and last part(s) to the press.
- 4) Remove all chutes, oil lines, conveyors, scrap shakers and any other tool accessories. Return all to their proper location.
- 5) Before closing the die, blow off all die protection sensors- i.e. short/long feed sensors, part out sensors, stripper tower sensors, shut height sensors, etc. Blow off all oil and slugs from the die, including the sub-plate.

6.0 PROCEDURE (continued)

- 6) Close the die until the strippers have pressure on them unless otherwise instructed in the operations manual.
- 7) Shut off the press.
- 8) Remove all clamps from the die. Return clamps, bolts, nuts, and build ups to their proper location.
- 9) Verify removal of all clamps before turning on the press. Power up the press, and raise the ram to the top of the stroke. Place the strip and part(s) on the die. If maintenance is necessary, add a “red tag” to the die, and have a qualified person fill out a die-maintenance work order.
- 10) Have the tow motor driver pull the die and place in the proper rack location unless instructed otherwise.
- 11) Clean the ram and entire bolster area including the troughs and windows.
- 12) If a partial coil is left, mark it properly, and place the coil tag with the coil. Take the inventory of material and record on back of material sheet; initial and date accordingly.
- 13) Clean entire floor area from reel to press. Return broom and shovel to their proper location.
- 14) Return all paperwork to “Job Completion” tray.
- 15) See your supervisor for the next job assignment.
- 16) Return operator manual to Document Control. Record the return of the book properly in the check-in log.