

PROCESS CONTROL PLAN													
Description Production Planning			Control Plan No. CP30	Quality System Representative		V-P Manufacturing							
Effective Date: DRAFT August 11, 2000				Manager, Material & Production Control									
Plant			Industrial Code	Approval (s) / Date									
Oper. Ref. No.	Process Operation Description	Equipment, Tools, Fixtures for Operation	Characteristics		Critical Char. < >	Responsibility	Procedure						
			Product	Process			Product / Process Specification & Tolerance Range	Evaluation Measurement Technique	Sample		Control Method and Quality Record	Reaction Plan	
									Size	Freq.			
3	Schedule production requirement	MIS				Production Coordinator or Scheduler	Customer request date					MPC-E15-001	
3	Records scheduled week					Production Coordinator or Scheduler						MPC-E15-001	
3	Gives signed schedule to buyer/Expediter-Metal/ Paint					Production Coordinator or Scheduler						MPC-E15-001	
	Sales order reviewed for raw material requirements					Buyer/Expediter Metal/Paint						MPC-E6-002	
	Dates, signs and obtains order approval from Technical Director					Buyer/Expediter Metal/Paint						MPC-E6-002	
	Records availability of raw materials					Buyer/Expediter Metal/Paint						MPC-E6-002	
	Submits raw material availability record to the Senior Scheduler or designate					Buyer/Expediter Metal/Paint						MPC-E6-002	
	Receives order from back from the Scheduler with the scheduled week date					Buyer/Expediter Metal/Paint						MPC-E6-002	
	If ink required, initiate Ink manufacturing request and forward to Lab Technician			Separate request for each setup. Reordered for each setup.		Buyer/Expediter Metal/Paint							

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If Outside Processing Required												
3	Issue purchase order to outside processor if shop order, or slit release status report received					Buyer/Expediter Metal/Paint					MPC-E15-001	
	Schedule orders for outside processing			Processors schedule		Production Coordinator or Scheduler	Customer request date				MPC-E6-002	
	Assigns a sequential PO number and records on log					Buyer/Expediter Metal/Paint					MPC-E6-002	
	Prepares the PO					Buyer/Expediter Metal/Paint					MPC-E6-002	
	Prints the PO					Buyer/Expediter Metal/Paint					MPC-E6-002	
	Issues PO					Buyer/Expediter Metal/Paint					MPC-E6-002	
3	Shop order Prepared one to five days prior to scheduled production run					Production Coordinator or Scheduler					MPC-E15-001	
3	Prints line spec. and place with shop order	Printer				Production Coordinator or Scheduler					QAP-E5-	

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3	Destroys hard copies of line specs. of completed shop orders					Production Coordinator or Scheduler					QAP-E5-	
	Copy of quality control and nonconformance report issued to outside processor and outside processing inspector					Buyer/Expediter Metal/Paint					MPC-E6-002	
	Slit release status report printed					Scheduler Outside Processing						