

PROCESS CONTROL PLAN												
Description RECEIVING	Effective Date: DRAFT February 1, 2001		Control Plan No. CP40	Quality System Representative			V-P Manufacturing			Plant Superintendent		
Plant			Industrial Code	Quality Assurance Manager			Specification Writer					
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 for Nonconforming Mat'l
									Size	Freq.		
RECEIVING COILS FROM TRUCK												
1	Coil traceability		Identification			Material Handler	Coil no.	Cross-check with receiving documents, computer file or Metal Logbook	Each coil	Upon receiving	MHS-E8-005 Mat'l ID Tags.	Do not unload
2	Receiving inspection		Substrate Quality			Material Handler	Supplier Certification &/or test reports	Check if certification/ test report has been received	Each coil	Before unloading	QAP-E12-004	Do not unload
3	Receiving inspection	Tape Measure	Width of coil			Material Handler	+ 1/4 " and - 0" GEN-011	Cross-check with receiving documents.	Each coil	Before unloading	Record on Mat'l ID Tag	Do not unload
4	Receiving inspection	Ultasonic Micrometer	Metal Gauge			Material Handler	GEN-011		Each coil	Before unloading		
5	Receiving inspection	Camera	Condition of Coil			Material Handler	Unacceptable Conditions: >rust >condensation (wet) >damaged edges >edge burr >handling dents >moon cut >collapsed coil >stagger wound (telescoped) >wavy edges >camber >mill holes >dirt >stains >	Visual Inspection	Each coil	Before unloading	Record observations on receiving documents	Take a picture of the coil to show the defect, and attach the photo to the
6	Unload coils	Overhead Crane				(driver hooks coils) Crane Operator						
7	Receiving inspection	Overhead Crane Weigh scale	Weight of coil			Crane Operator Hookman Material Handler	+/- 150 lbs. of received wt.	Weigh coil	Each coil	After unloading	GEN-011	Issue an NC Report and identify coil as "PMR" for Positive Material Release

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STORAGE OF RECEIVED COILS												

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8	Storage of received coil	Cradle		Coil spacing in adjacent rows		Hookman	> 6 inches				MHS-001	
9	Storage of received coil	Aluminum trays				Hookman	Below edge of coil to catch oil seepage				MHS-001	
RETRIEVE COILS FROM STOCK												
10	Coil Traceability		Identification			Crane Operator Hookman	Coil no.	Cross-check with Shop Order	Each coil	Upon retrieving	In-storage inspection record?????	Issue an NC Report and identify coil as "PMR" for Positive Material Release
					+ 1/4 " and							OR IS THIS CONSIDERED A PROCESS PROBLEM ALREADY, BECAUSE THE COIL WAS OK'd AT RECEIVING ??????????
RECEIVE MATERIAL OTHER THAN COILS (paints, laminate, chemicals, packaging mat'l)												

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	Receive drums of paint required for order at Paint Storage area	Towmotor									MHS-007 MHS-009	
	Receive fiber cores	Towmotor										
	Receive Brent B1038 cleaner for stage 1 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Brent B1080 cleaner for stage 3 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1421 makeup. For stage 5 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1421 replenisher. For stage 5 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite Makeup. For stage 6 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1303 replenisher. For stage 6 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1310 makeup. For stage 6 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1310 replenisher. For stage 6 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	

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	Receive Henkel Parcolene 62 makeup. For stage 7 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Parcolene 62 replenisher. For stage 7 of treatment system.							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Henkel Bonderite 1402W							Supplier's Certificate of Compliance			MHS-009 Daily Chemicals Inventory form	
	Receive Various Solvents							Supplier's Certificate of Compliance			MHS-009	
	Receive Various Solvents							Supplier's Certificate of Compliance				