TPPL ASSEMBLY/PACKAGING AREA STANDARDS

A. Product Flow For Painted Parts

1) Only one rack of painted parts should be used at a time for assembly.
2) Parts should not be unloaded from the paint racks unless they are going to be assembled immediately.
3) Every part that is removed from the paint racks should be given a quick visual inspection to ensure that the paint job is acceptable and, if applicable, that all welds are in place and meet all weld quality standards.
4) Once a rack has been emptied of its parts, it should be placed on another cart which will be picked up by the burn off operator as required.

B. Product Flow For Outside Labor Parts

1) **'Outside Labor parts'** are sent to the area in orange baskets. Once the basket is empty the forklift driver must be contacted to return the basket to the 'Outside Labor' area where it will be restocked and returned back to the area usually within one hour.

C. Assembly Process Standards

1) Know and correctly identify all the parts which are used in your assembly. A drawing showing the lay out of the parts on the paint racks can be found in a binder in each assembly stall.
2) Refer to and follow all current procedures and process instructions relating to your area and to the assembly which you are working on. They will be available for reference in each stall or in your area.
3) Each assembly must be done in a safe, efficient manner and each completed assembly must be a quality product.
4) Each work center must be neat and organized at all times and must be cleaned before the end of each shift.
5) Each work center must be set up so that all work can be done as efficiently as possible.
6) The hardware at each work station must be restocked before the end of each shift or as required.
7) Tools must only be used for what they were intended for and must be kept clean and organized.

8) Each completed assembly must be checked over to ensure that all the correct parts were used as per B.O.M., all bolts and nuts tightened as required, all decals in place, pivot areas pivot as required, and greased as required.

D. Manufacturing Problems

1) When you find a part that has a missing weld, take it back to the weld area to have it welded. After it is welded return the part to your area. If it is a small weld and/or in an inconspicuous place you can touch up the paint yourself, of if the repaint area is larger and/or more noticeable, contact an employee from the paint area to repaint the part for you.

2) The repaint process in step #1 above can also be followed when parts need only to be touched up or repainted.

3) If an item is found to be reject and cannot be repaired, i.e. Prepped wrong, welded incorrectly, etc., you must contact your supervisor. If he/she also calls it a reject, then you must record it on the area's "reject" sheet, and the part must be disposed of.

4) Each time an item must be reworked or is rejected, an NCR, (Non-conformance Report), must be filled out by the supervisor in charge and must be handled as per NCR policies.

E. Recording

1) Each work cell in the area has a "Production Control Board" PCB which monitors the manufacturing quantity of product in that cell. It is divided into four (4) work segments for each shift. After each work segment the quantity of completed assemblies must be recorded in the appropriate space on the PCB, and also the accumulating totals through out the shift.

2) At the end of each shift, the total completed assemblies for that shift, and all other pertinent information must be recorded in the area's recordkeeping book. This total must match the total on the PCB board.

3) All record keeping must be accurate.