

COMPLETING PART CHECK PROCEDURE

1. Read complete work order, Kanban card, or requisition prior to starting the job.
2. After completing your first part, check the drawing for material description and compare it to the bill of material description. If it is different stop production and verify the correct material. If you are unable to verify the material use the drawing specs as the correct specs.
3. Measure the material to ensure it is the same as the drawing and the same grade, also verify grain direction and engineering updates.
4. Measure the dimensions of the part checking the drawing to verify it is within the tolerance allowed. Check the drawing to determine the tolerance allowed.
5. Measure all holes for size and location and verify with the drawing.
6. Measure bend lines, degree of bend, and after bend and verify with the drawing.
7. When the part check is completed enter your employee number and date on the work order in the appropriate column and on the parts tag of the parts container. If doing a Kanban order only enter the information on the tag on the parts container.
8. When satisfied the part meets the drawing specs take the sample piece and drawing to another employee and have them complete a parts check and initial your entry on the work order or parts tag. Once this has been done you may resume production. If your area does not require and other employee to do part checks for you, then you may resume production once the part meets the drawing specs.
9. ***Part checks are to be completed on the first and last piece of every order .Unless otherwise specified by the area (in which case you will adhere to the area standard)***
10. ***Part checks are to be done for all of the processes necessary to produce the part.***
11. Use whatever measuring instruments required to complete a proper parts check, i.e. tape measure, calipers, micrometer, square, protractor, sheet metal gauges, pins , check jigs, etc.
12. Verify the correct quantity of parts.