

## **Work Instruction for Tapes and Foil:**

**Purpose:** This work instruction describes the method of removal of expired foils, and tapes used in the cut and mark Department to prevent inadvertently the use of expired tape or foil material on an aerospace Purchase Order:

**Scope:** This work instruction applies to the Cut and Mark supervisor and Quality Assurance Manager or their designee.

### **Responsibility:**

Cut and Mark Supervisor:

Cut and Mark Operators:

Quality Manager:

Quality Inspector:

### **Instructions:**

- a). QF-102 form that is located on the wall above the foil and tape files gives the date of expiration of all tapes and foils in the file cabinet drawers.
- b). This form lists the name of the company, color of tape or foil, size of tape or foil and most importantly the expiration date.
- c). Foil or tape found to be reaching there expiration date, shall be removed from the file cabinet by Cut and Mark Supervisor and given to and disposed of by Q.A.
- d). Form QF-102 will be updated when restocked and at the date of expiration of material, and posted in the same place, as before. A copy of this form is held in Q.A. office for periodic review to ensure expired material is being removed at the appropriate time.
- e). The cut and mark supervisor in turn will communicate to the purchasing department that foil or tape needs to be purchased, provide name, type, and color of foil or tape, and quantity required.
- f). These tapes and foils have been inventoried by Cut and Mark Supervisor and listed on an excel sheet for sales, Q.A and cut/mark departments.