

**Cutting and Marking Work Instruction for Job Set-ups:**

**Purpose:** This work instruction describes the step by step instruction for starting and completing a cutting and or marking job in the Cut & Mark Department.

**Scope:** This work instruction applies to all personnel who obtain, set up, cut, and or identify material per customer work order.

**Responsibility:** Cut and Mark Supervisor:  
Lead Machine Operator:  
Machine Operators:

**Instructions:**

- 1). Obtain Work Order Package from the C/M supervisor:
- 2). Verify that all required documents needed for job are in glassine. i.e. P.O., Drawing, data sheet, etc.
- 3). Fill out Customer and product information needed on data inspection sheet
- 4). Locate from W.O. material location in warehouse; verify material (and its shelf life if applicable) is same as P.O. and work order. (If not **stop job** notify supervisor).
- 5). Spool off quantity (footage) of the product required for the job you are starting. Return unused material to restock cart located in the shipping department. Make sure the label on the spool being returned has the correct footage, bin location, and label is stamped identifying who removed spool for production. The spool with the product for production must have a correct material label on it.
- 6). Obtain Material Test Reports and C.O.C. from the cert library. Put certifications in W.O. package. Make labels and attach to work order. Verify shelf life per P.O. is adequate for the customer request. If you have doubts on how to calculate shelf life see Q.A. It is on your department computer desk top. Issue Material to Job.
  - A). Package should now contain the following documents as a minimum.
    1. Copy of P.O. & W.O.
    2. Copy of Drawing if applicable. (Some jobs are verbal, and dimensions are taken over the phone or fax).
    3. Data inspection sheet with dimension and +/- tolerances
    4. Material Test reports and C.O.C. Shelf Life if required.
    5. Customer, AMS, or Mil Standard. (They are in Document control room, ask for copy if applicable).
    6. Labels.
- 7). Take W.O. package and material to available cutting machine and set up material to the machine guides. Set up machine, air pressure, sufficient oil in reservoir, feed speed is set, guides are tight, and safety guards are adequately attached and secure. Etc.
- 8). Cut minimum ten pieces to evaluate the cut angles and length you have established, adjust if necessary.
- 9). If cuts are satisfactory within the drawing dimensional tolerances call for a first article inspection, from Q.A.
- 10). If first article is approved by an inspectors stamp on inspection data sheet, notate speed, feed, and air pressure for the machine on the work order for supervisor to incorporate for the future work.
- 11). When job is complete, package parts per work order. Place W.O. package with material on the inspection table for final inspection.

Approved by Dina Vasquez Q.A. Manager.

- 12).** After inspection has completed their function, they will return it to the dispatch table for the Cut & Mark supervisor to dispatch and apply the appropriate identifying labels for the product bags, boxes, etc for each job they start, and complete.
- NOTE:** #1. A few of our customers require double bagging of product prior to sealing and identifying. The C&M operator is the person responsible for verifying drawing and or P.O. instruction.  
#2. Verify the container and bags are F.O.D. free.
- 13).** All jobs that have been through final inspection shall be dispatched into stock by 4:00 P.M.
- 14).** Repeat steps one thru 13, on all work performed in Cut & Mark..

**Cut & Mark Documentation Inspection:**

- 1).** Prior to Inspecting detail parts in the cut & mark department the following shall be done by the operator and the inspector prior to FAI product inspection.
- A).** Verify detail, revision letter, and material per customer drawing they match the customers P.O.
- B).** Verify material on P.O. matches work order and supplier certifications.
- C).** Many of our customers have a shelf life requirement and it varies by acceptable percentages per their requirements.
- D).** When printing on product the spelling of the verbiage shall be verified by two persons at a minimum prior to continuing with that particular operation.
- E).** Any one of the above items that do not agree with the P.O., work order, or drawing is a good reason to stop and notify your supervisor immediately: