

## **Procedure to Make AG Pumps**

1. Start works order and print along with labels.
2. Raise transfer form for all items in the Warehouse and pick.  
Check the code on the box against code on the works order and advise Production if any differ.
3. Ensuring all goods have been picked, pass form to Stock Control for actioning.  
If any items are short/differ, amend the transfer form before passing to Stock Control.
4. Take parts to the Pump Room and place Motors, Pump Bodies, Impellers, Seal Plates, Lids, Diffusers and Foot Plates behind Assembly point ensuring easily accessible.
5. Count enough Slinger Washers for this order and place in the allocated bin.
6. Count enough Baskets with Handles, Union Nuts, Step Sleeves and Lid Tools for this order and place on the trolley.
7. Make foam packaging for this order if required.
8. Commence assembly – refer to detailed instructions if required.  
At the end of assembly all Slinger Washers should be used.  
**If you have any remaining, it is important all pumps are checked as pumps have been assembled without this washer which will not be obvious until used.**
9. Commence testing – refer to detailed instructions if required.  
At the end of testing, all Baskets with Handles, Union Nuts, Step Sleeves and Lid Tools must be used.  
**If you have any remaining, it is important all pumps are checked as pumps have been assembled without these parts which will not be obvious until the customer attempts to use.**
10. Pack pumps – refer to detailed instructions if required.  
**Ensure the serial number on the box is the same as the number on the motor. Do not pack if these differ.**
11. Stack 18 boxes to a pallet and complete works order making any necessary changes.