

Process Control – Pump Assembly**Procedure: WI 9.11****EN ISO 9001 2015****Authorised:**

This procedure has been completely reviewed. Therefore, no individual paragraphs have been starred (*) to indicate changes.

1. AIM

To define the actions, authority and responsibility within the Company necessary for adequate control of the assembly of Argonaut and AG Pumps.

2. SCOPE

All Argonaut and AG Pumps supplied to customers from stock or as specific orders.

3. RESPONSIBILITY

Department Supervisor: for overall management and co-ordination of assembly, testing, inspection and packing duties.

Operatives: conducting all work allocated by Supervisors in accordance with procedures and to the required quality.

4. ADMINISTRATION

Specification File – drawing details etc.
Computer Generated Works Order
PSI Test Log

5. QUALITY RECORDS

Works Order (Inspection Records)

6. IMPLEMENTATION AND CONTROL**6.01 Production Planning & Scheduling**

Production Control is responsible for preparation of the works specification by producing a Works Order from the customer's order details or a stock request.

The Department Supervisor is responsible for planning the workload within the department and along with the Production Team ensuring resources are available to complete the work within the estimated lead times.

Resource planning includes the following elements:

- a) sufficient materials to meet Production lead times liaising with Production Buyer and Production Control;
- b) plant and equipment in good working order and within calibration due date where applicable liaising with the Assistant Operations Manager;
- c) sufficient numbers of trained personnel allowing for seasonal fluctuations liaising the Assistant Operations Manager.

Work is then scheduled in accordance with the due date instructed on the works specification and Production Control advised if this date cannot be met.

A Works Order Due List is produced daily and issued to the Department Supervisor as additional and/or altered instructions regarding delivery priorities.

6.02 Production and Inspection

All Operatives have undertaken or will be receiving in house training on the tasks they are required to complete as part of their day-to-day duties.

The working area is kept appropriately clean and free from clutter to prevent damage and preserve the quality of material whilst in progress. Any materials lying around and are not for production purposes are clearly identified as to their intended use or as a non-conforming item.

The Works Order is allocated to an appropriately trained operative. The Works Order is used to identify the work and also acts as the inspection record for the job.

Product Specifications are available defining assembly, testing and packing instructions.

Procedures to assemble the various types of pumps are contained in Procedure Pump 1 – Argonaut, Pump 2 – AG and Pump 3 – Changing Sealed Air Foam Drums.

Raw materials are received in the Department or Warehouse via Goods In who are responsible for an initial inspection i.e. correct quantity and condition of packaging.

The Department is responsible for a more detailed inspection, details of which accompany the material into the Department

If the material passes inspection the inspection form is passed back to the Goods In Dept. who arrange for the material to be booked into stock.

If the product fails inspection the Goods In Dept. are advised who liaise with Purchasing Department to resolve the problem with the Supplier. Production Control are also advised as this may affect Production lead times.

All items are subject to 100% testing. This is logged on the PSI Test Log. Details are transferred onto a spreadsheet and the hard copy filed in Production.

Once the operative is satisfied that the products are in full conformance with the job sheet, the product specification and testing, the Works Order is signed off as complete.

If at any stage the material, sub-components or finished item is thought to deviate from the product specification, it will be dealt with in accordance with the Control of Non-Conforming Product Procedure.

6.04 Identification, Packaging & Despatch

Once completed the outer casing is bar code labelled with the job number, serial number, works order number, description and customer name if customer specific.

Completed items are stored in the holding area for either transfer to the main warehouse stock or the despatching bay for customer orders. This transfer is conducted by warehouse personnel. Works orders are either completed by the department staff member and then passed to Production Control for filing or passed to Production Control for completion and filing. Stock orders are filed in the Production Department and customer orders attached to the order acknowledgement. All export orders are given to the Export Co-ordinator. All other orders filed in the Finance tray in Production.

If the order is only part complete, the quantity and date are written on the works order. If the works order is part completed by the Department then they will hold the works order until fully completed. If the works order is part completed by Production Control they will file and re issue the remainder of the works order.

All subsequent handling and interim storage of the finished product is conducted to preserve its quality until it finally reaches the customer.

Cross References

Specification file – drawing details etc.
Works Order Processing
Goods Inwards
Storage & Stock Control
Despatch
Maintenance
Calibration
Control of Non-Conforming Product
Training