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 manufacture of swimming pool covers i.e. Solar Covers, Foam Covers and Winter Debris Covers.

2. SCOPE

All Covers manufactured at Perimeter House.

3. RESPONSIBILITY

Department Supervisor: for overall management and coordination of manufacturing and inspection activities;

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

4. ADMINISTRATION

Computer Works Order
Specification Book
Inspection Checklist
Process Checklist

5. QUALITY RECORDS

Works Order (Inspection Records)

6. IMPLEMENTATION AND CONTROL

6.01 <u>Production Planning & Scheduling</u>

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 Controller;
b) plant and equipment in good working order and within calibration due date where applicable liaising with the Assistant Production Manager;
c) sufficient numbers of trained personnel allowing for seasonal fluctuations liaising the Assistant Production 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.

Production Control is responsible for updating the estimated lead-time on the Customer Services Board and Lead Time Spreadsheet according to workload fluctuations.

6.02 Production & 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 clean and free from clutter to prevent damage and preserve the quality of material whilst in progress. Any materials lying around which are not for production purposes are clearly identified as to their intended use or as a non-conforming item.

The Works Order is allocated according to the sequence of operations to be performed and acts as the Inspection, Traceability and Identification Record.

Additional Product Specifications define critical features and quality standards for other items and are available in the Factory area for reference by those personnel who need to use them.

Raw materials are received in the Department 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 effect Production lead times.

As each stage is completed and the operative is satisfied that the work is of the required standard it is signed and dated and passed on for the next operation until finished.

A final overall check is then conducted to ensure that all previous inspections have been conducted and the product is in full conformance with the works specification and then signed and dated. Additionally all export orders are subjected to a final inspection by the Covers Supervisor or senior person.

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

<u>Inspection of Solar Covers</u>

Tolerances are displayed in the Departments. A lay-flat tolerance of 7.5mm is permissible. Welds are checked to determine whether they can be unpicked. A visual guide to welding is displayed in the Department. The welding wedge is checked for cleanliness on a regular basis, this frequency depends on how long the machined is in use it can vary from hourly, ½ daily or daily.

Temp Settings
As a guide to machine setting the following apply:

Grade of Material	Temp	Speed
200	475	7
300	500	7
400	525	7
500	550	7
600	600	7

These will vary due to different machines and atmospheric conditions.

<u>Inspection of Foam Covers</u>

Weld check – a tear test on every cover and leading edge is carried out.
A weld check form is completed for every attached foam filled leading edge which is then attached to the works order.
Temperature guide chart is displayed in the Department these vary due to different atmospheric conditions.

<u>Winter Debris Covers (WDC)</u>

A visual check for dropped stitches, machines are monitored for tension. Measurement checks are also carried out.

6.03 Welding Checks

Welding that is conducted in the Covers Departments is regularly monitored to ensure that all operatives are sufficiently trained.

New employees are monitored within their four week induction training by their Supervisor. Once the Supervisor is confident with their welding, a Weld Check Form is completed.

If this check is satisfactory they are qualified to continue welding without supervision. From then on they will be monitored as existing employees.

Existing employees' welds will be checked using a Weld Check Form at least every six months to ensure adequate welding.

If at any stage the welding does not conform, then the Supervisor must ensure that additional training is given in that area. This will be monitored closely by the Supervisor and further Weld Check Forms completed until the Supervisor is satisfied.

These forms are kept with the operative training records as evidence of training.

6.04 Identification, Packaging And Despatch

The product is packed according to the works specification taking into account any special identification and delivery requirements given by the customer.

Once complete the product is bagged/boxed and the outer casing bar code labelled with the job number, works order number, description and customer name if customer specific.

Completed items are stored in the holding warehouse for either transfer to the main warehouse stock or the despatching bay for customer orders. This transfer is conducted by Warehouse personnel. The works order is either completed by the Department staff member and then passed to Production Control for filing, or passed to Production Control for completion and filing.

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 Reference

Works Order Processing
Goods Inwards
Storage & Stock Control
Despatch
Maintenance
Calibration
Control of Non-Conforming Product
Training