

WORK INSTRUCTIONS

(Fulfilling Job Requirements)

Organizations Name: PRECISION SWISS PRODUCTS INC.

W.I. WI-1.0-001

Rev: 1

Responsible Person: Gate 1 Team

Effective Date:

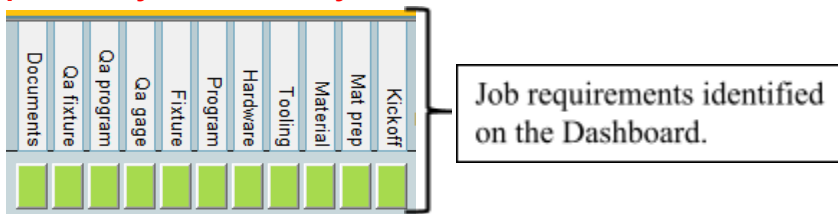
10/12/23

1.0 PROCESS:

1.0 Purpose:

The purpose of this document is to provide step by step instructions for fulfilling job requirements in E2.

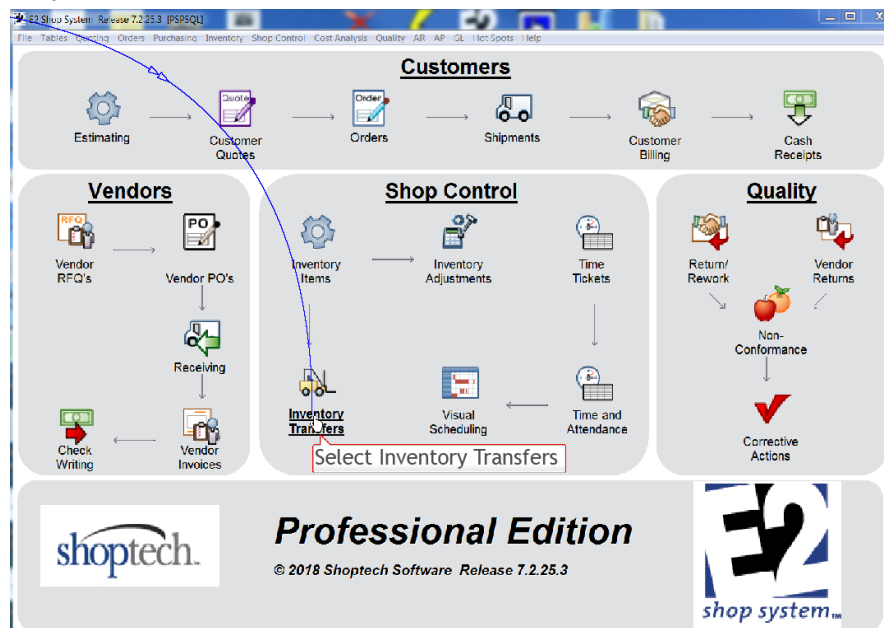
2.0 Responsibility and Authority:



- A.) Document Control Assistant – Closing all job requirements for **documents**
- B.) Quality Department – Closing all requirements for **QA fixtures**, **QA programs**, and **QA Gages**
- C.) Programming – Closing all requirements for **fixtures** and **programs**
- D.) Tooling – Closing all requirements for **hardware** and **tooling**
- E.) Purchasing – Closing all requirements for **materials** and **material prep**
- F.) Director of Manufacturing – Closing all job requirements for **Kick Offs**

3.0 Step by Step Procedure:

1. Log into E2 Shop Systems.
2. Open Inventory Transfers



3. Type in the Job # and select Stock to Job.

Inventory Transfers

Job Number: **18686-01** Posting Effective Date: **05/22/18**

1. Enter the Job #

2. Select Stock To Job

Stock To Job: [Icon]

Job To Stock: [Icon]

Job To Job: [Icon]

Edit Bin/Lot: [Icon]

Close: [Icon]

Search For Job Number By...

☒ ALL
☐ Part Number
☐ Description
☐ Work Code
☐ Customer Code
☐ Product Code
☐ Order Number

☐ Job Number
☐ Cust P.O. Number
☐ Job Notes
☐ Sales ID
☐ Bin Location
☐ Lot Number
☐ Advanced Search

Job Number Status: ☒ Open ☐ Closed

☐ Include Date Range

Begin: / /

End: / /

Search

4. Select Zero Out Grid

Stock To Job Inventory Transfer

Job Number: **18686-01** OK Cancel

Part Number: **110179**

Description: Coupon, Weld Header Boss, HIM III

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	S.L. Assy	Qty In Process	Qty On Receive	Shop No	Vendor	Description
FIXTURE OP1	2.0	0	0	2.0	NO	0	0.00	0	PSP	For the 5-axis Mazak op (2ea) Fixture Requirement (Remove
PGM MILL OP1	1.0	37,644	1	0.0	NO	0	16.00	0	PSP	Mill Op1 Program Requirement (Remove when no longer a s
PGM MILL OP2	1.0	38,912	1	0.0	NO	0	1.00	0	PSP	Mill Op2 Program Requirement (Remove when no longer a s
PGM MILL OP3	1.0	39,521	1	0.0	NO	0	0.00	0	PSP	Mill Op3 Program Requirement (Remove when no longer a s
QA FIXTURE I	300.0	34,368	300	0.0	NO	0	184.00	0	PSP	QA Fixture Requirement (Remove when no longer a schedu
QA PROGRAM	300.0	79,185	300	0.0	NO	0	794.00	0	PSP	QA Program Requirement (Remove when no longer a sched
TOOLING PUR	300.0	57,816	300	0.0	NO	0	314.00	20	PSP	TOOLING PURCHASE REQUIREMENT
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		

Type Of New Part To Add:

☐ Purchased Part
☒ Manufactured Part

New Part Zero Out Grid Delete Bins

Part Search by...

☒ ALL
☐ Part Number
☐ Description
☐ Product Code
☐ Customer Code
☐ Vendor Code
☐ Part Notes
☐ Bin Location

Select Zero Out Grid

5. Select the requirement you are fulfilling.

Stock To Job Inventory Transfer

Job Number: **18686-01**

Part Number: **110179**

Description: Coupon, Weld Header Boss, HM III

OK Cancel

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	Sub Assy	Qty In Process	Qty On Release	Stock No	Vendor	Description
FIXTURE OP1	2.0	0	0	2.0	NO	0	0.00	0	PSP	For the 5-axis Mazak op (2ea) Fixture Requirement (Remove
PGM MILL OP1	1.0	37,644	0	1.0	NO	0	16.00	0	PSP	Mill Op1 Program Requirement (Remove when no longer a s
PGM MILL OP2	1.0	38,912	0	1.0	NO	0	1.00	0	PSP	Mill Op2 Program Requirement (Remove when no longer a s
PGM MILL OP3	1.0	39,521	0	1.0	NO	0	0.00	0	PSP	Mill Op3 Program Requirement (Remove when no longer a s
QA FIXTURE I	300.0	34,368	0	300.0	NO	0	184.00	0	PSP	QA Fixture Requirement (Remove when no longer a schedu
QA PROGRAM	300.0	79,185	0	300.0	NO	0	294.00	0	PSP	QA Program Requirement (Remove when no longer a schedi
TOOLING PUR	300.0	57,816	0	300.0	NO	0	314.00	20	PSP	TOOLING PURCHASE REQUIREMENT
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		

Select the requirement you are fulfilling

Type Of New Part To Add:

☐ Purchased Part

☒ Manufactured Part

New Part Zero Out Grid Delete Bins

Part Search by...

☒ ALL ☐ Part Number ☐ Description ☐ Product Code ☐ Customer Code ☐ Vendor Code ☐ Part Notes ☐ Bin Location

6. Select Bins.

Stock To Job Inventory Transfer

Job Number: **18686-01**

Part Number: **110179**

Description: Coupon, Weld Header Boss, HM III

OK Cancel

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	Sub Assy	Qty In Process	Qty On Release	Stock No	Vendor	Description
FIXTURE OP1	2.0	0	0	2.0	NO	0	0.00	0	PSP	For the 5-axis Mazak op (2ea) Fixture Requirement (Remove
PGM MILL OP1	1.0	37,644	0	1.0	NO	0	16.00	0	PSP	Mill Op1 Program Requirement (Remove when no longer a s
PGM MILL OP2	1.0	38,912	0	1.0	NO	0	1.00	0	PSP	Mill Op2 Program Requirement (Remove when no longer a s
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TOOLING PUR	300.0	57,816	0	300.0	NO	0	314.00	20	PSP	TOOLING PURCHASE REQUIREMENT
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		

Type Of New Part To Add:

☐ Purchased Part

☒ Manufactured Part

New Part Zero Out Grid Delete Bins

Part Search by...

☒ ALL ☐ Part Number ☐ Description ☐ Product Code ☐ Customer Code ☐ Vendor Code ☐ Part Notes ☐ Bin Location

Select Bins

- Multiple Bin Quantity Selection

Part Number: **QA FIXTURE REQUIREMENT**
 Description: **QA Fixture Requirement (Remove when no longer a scheduling constraint)**
 Quantity Required: **300.0**

Bin Location	Lot Number	Qty On Hand	Qty To Transfer	Vendor	Unit Cost	Receiver Number	Date Posted
NOT REAL: FOR JOB		984368	300		\$0.00		11/08/16

Enter the quantity from above (Quantity Required). Then press the Tab key and close the window.

- Job Number:** 18686-01

Part Number: 110179

Description: Coupon, Weld Header Boss, HM III

Select OK

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	Sub Assy	Qty In Process	Qty On Reserve	Step No	Vendor	Description
FIXTURE OP1	2.0	0	0	2.0	NO	0	0.00	0	PSP	For the 5-axis Mazak op (2ea) Fixture Requirement (Remove
PGM MILL OP1	1.0	37,644	0	1.0	NO	0	16.00	0	PSP	Mill Op1 Program Requirement (Remove when no longer a s
PGM MILL OP2	1.0	38,912	0	1.0	NO	0	1.00	0	PSP	Mill Op2 Program Requirement (Remove when no longer a s
PGM MILL OP3	1.0	39,521	0	1.0	NO	0	0.00	0	PSP	Mill Op3 Program Requirement (Remove when no longer a s
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TOOLING PUR	300.0	57,816	0	300.0	NO	0	314.00	20	PSP	TOOLING PURCHASE REQUIREMENT
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		

Type Of New Part To Add:
 - ☐ Purchased Part
 - ☒ Manufactured Part

New Part

Zero Out Grid

Delete

Bins

9. Open Dashboard and select Refresh. Search the job number you just fulfilled a requirement on.

The screenshot shows the 'Job Planning' software interface. At the top, there's a 'Job # 18163-10' and a 'Refresh' button highlighted with a red box. Below it, there are tabs for 'View Jobs', 'View Planning', 'OSP', and 'Matl'. The main area displays a table of job requirements. The table has columns for Job#, Part#, Qty, and various status indicators. A green box in the table indicates a fulfilled requirement. An arrow points to the 'Job#' search field.

Job#	Part#	Qty	Order	Make	Cust Due	Documents	Qa Program	Qa gage	Frnture	Hardware	Program	Tooling	Material	Material prep	KCSort	RTP	Remaining Plan Days	Priority	Start / Release Date	Not Ready	Next Up	Released	Finished/Hold	Production Status	Detail	All Ops	Next Due	Alert Date	Next Ship	Late O	Job/Offi	
18163-10	KIX1011	0	0	0	0												9	50	4/25/2017 12/6/2017	*BY1	*8QA	*QUA	*8QA	*CRY	*8QA	*SSH	*TRA	6/22/2017			1 PART HAS TO BE RE THE OTHER 2 PARTS	
18163-09	KIX1011	0	0	0	0												9	50	4/28/2017 1/22/2017	*4.5B	*8QA	*6FI	*8QA	*QUA	*8QA	*CRY	*8QA	*SSH	6/22/2017			INTERNAL REWORK P TRAVELER PRINTED B 10/26/17
18151-08	104269	0	350	350	0												2	5	6/5/2017	*ENG	*6FI	*ENG	*8QA	*NJP	*8QA	*ENG	*6FI	*6FI	7/28/2017 5/30/2018 6/9/2018			TRAVELER PRINTED B 03/19/18 THIS IS AN INTERNAL
18153-11	106906_EDM_BASE_FXTURE	0	0	0	0												3	50	6/21/2017	*ADV	*8QA	*8QA	*SSH	*TRA	*VAL				7/13/2017			TRAVELER PRINTED B 07/11/17 Job Sequence: Mill (G

10. If the box for your requirement is green, you have successfully fulfilled the job requirement. If the box is not green, try selecting refresh again. For further issues or questions, see your supervisor.

2.0 REVISION HISTORY:

DOCUMENT NUMBER	Rev.	Description of Change	Approval By	Date
WI-1.0-001	1	Initial Release. Change from old QMS Doc# WI-8.1-002. No content change, no retraining needed by current employees	Daniela Kozar	10/12/2023