

5 DIFFERENT DOCUMENT TYPES AT PSP

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These provide instructions for an activity in relation to a specific requirement of the QMS. These can include Standard Operating Procedures (SOPs), Work Instructions (WI) and Documents with valuable information (DOC).

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STANDARD OPERATING PROCEDURE			
(MATERIAL ACTIVITY)			
Organization Name:	Precision Swiss Products,	SOP# S-501	Manufacturing Process
Responsible Person:	Director of Manufacturing,	Effective Date:	07/31/17
Related Quality Process:	SOP# 8-1401 Operational Planning and Control Process		
Revised Standards:	QSP#2001 sections 8.5, 8.5.1, 8.5.1.1, 8.5.1.3, 8.6 ISO14045 section 7.5.1, 7.5.2		
1.0 PROCESS:			
1.0 Process Inputs: Precision Swiss Products, Inc. (PSP) uses the Operational Planning Process and Risk Management Process outputs which include but are not limited to: job trailers that are produced after order entry, customer drawings, solid models, specifications and work instructions, all at risk during manufacturing.			
2.0 Purposes: To ensure all product is manufactured in controlled conditions and fulfills the customer and regulatory requirements prior to release of product to the customer.			
3.0 Responsibilities: Director of Operations (DOO), responsible for ensuring accurate information is communicated through the job trailers, drawings, solid models, specifications, outputs of the risk management and lack of meetings, etc., and that products under service purchased are correct. If any issues do arise, they are responsible to direct their team to resolve the issue as resolved in a timely manner. Scheduling, responsible for ensuring all purchased products and/or services are received in, linked correctly to the ERP System with the appropriate configurations and are reviewed by them and Quality for accuracy prior to release to the manufacturing floor reference Receiving Work Instructions V8-8-003). Gate 1 Team: consists of The Purchasing Engineer, Customer Service Representatives, Programming, department leads, DOO, DCM scheduling and Quality. Responsible for providing and communicating accurate information through job trailers, drawings, specification, output of the risk management and lack of meetings, etc., prior to release to the manufacturing floor. Should any issues arise, they are responsible to resolve the issues in a timely manner. Director of Manufacturing (DCM), responsible for the overview/ implementation to this manufacturing process of this procedure. Must ensure all personnel who contribute to this manufacturing process are fully informed, aware of the requirements (including safety requirements), and appropriately trained. If there are any issues that arise in respect to competency, nonconformities of parts, process violations, etc., they are resolved in a timely manner and the appropriate personnel retrained. Also, responsible for ensuring that the appropriate measurement tools and equipment are identified in the list of meetings and available for the manufacturing floor at the start of the job. Department Leads, responsible for assisting the CDM with all aspects of this procedure, coordinating engineering with or the job training for the manufacturing floor, and ensuring that conforming product is manufactured to customer and regulatory requirements.			

SOP# 501-01
Printed on this document is controlled documentation and "For Reference Only"

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Uncontrolled documents do not provide instructions or evidence for activities in relation to a specific requirement of the QMS.

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General HR Change(s) Authorization

All information must be completely filled out for approval

Management's request required: ☐ Yes ☐ No ☐ Full Change	☐ PTO (Paid Time Off) ☐ Sick Leave ☐ PCH ☐ Absence/Time Standard ☐ Other
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Employee Name / Number _____

Effective Date _____

Describe Specific Change/Request:

Reason: _____

Plan for Coverage During Employee's Absence: _____

Employee Signature: _____	Authorized By:	Date: _____
Direct Supervisor: _____		Date: _____
HR Representative: _____		Date: _____
Management (if required): _____		Date: _____

*** Production employees must also complete all below before submitting form to HR***

Floor Manager: _____	Date: _____
Scheduling: _____	Date: _____

RECORDS:

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[illegible]

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