

AMARILLO GEAR COMPANY
QUALITY SYSTEM PROCEDURE

		Procedure Number QP 08.1.1 Rev. B
		Page 1 of 6
Subject: PRODUCT IDENTIFICATION AND TRACEABILITY	Date Issued 2/13/98	
	Supersedes Revision A 9/9/97	
Reviewed by: Craig Burriss	Approved by: Tony Stephenson	Review/Approved Date 2/10/98

1. Objective

The purpose of this procedure is to ensure that Amarillo Gear's product is clearly identified throughout all stages of production, delivery, and installation; and that product traceability is established and maintained where applicable.

2. Scope

This procedure applies to all material used in processing, raw materials, component parts, subassemblies, and finished products throughout all stages of production, delivery, and installation. It also applies to all Amarillo Gear Company personnel involved in receiving, handling, processing, inspecting, or shipping material.

3. Related Procedures and Other Documentation

<u>Procedure No.</u>	<u>Description of Procedure</u>
QP 10.2.1	Receiving Inspection
<u>Other Documents</u>	<u>Description of Document</u>
QWI 8.1.1.1	Product Identification and Traceability
QWI 8.1.1.2	Product Identification and Traceability
QWI 10.4.1.1	Pump Drive Final Test and Inspection
QWI 15.1.1.1	Receiving Inspection
QF 3.1.1.1.1	Order Entry Form
QF 7.1.1.1.1	Shop Order
Form 497	Material Certification Requirement

Supersedes Revision A 9/9/97	Date Issued 02/13/98	Page 2 of 6	Procedure No. QP 08.1.1 Rev. B
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4. Identification Process

- 4.1 The assigned Receiving Clerk ensures that all incoming material is clearly identified (QP 10.2.1 Rev C)(QWI 15.1.1.1).
- 4.2 The Receiving Clerk puts material in storage (QWI 15.1.1.1).
- 4.3 The Inventory Control Manager allocates, issues, and receives material through the use of a production work order (WO).
- 4.4 Upon receiving the material for processing, production operators ensure the material is properly identified throughout the machining process, (QWI 8.1.1.1).
- 4.5 The Assembly Inventory Clerk receives and stores parts in finished goods inventory (QWI 8.1.1.1). Inventory Control Manager closes Work Order.
- 4.6 The Assembly person builds the unit according to drive card specifications and identifies by model number, ratio, and serial number (QWI 8.1.1.1).
- 4.7 The Test Stand operator verifies identification of unit (QWI 10.4.1.1) (QWI 8.1.1.1).
- 4.8 The Shipping Clerk verifies identification of unit or parts order (QWI 8.1.1.1).

END OF PROCEDURE

5.0 Traceability Process

It is Amarillo Gear Company policy that traceability for all gear and shaft material be provided by special request only.

- 5.1 The Receiving Clerk ensures that all material is properly identified (QP 10.2.1 Rev C). All gear forgings and alloy bar stock must be stamped or cast with the Heat No. Or Heat No. Code.
- 5.2 Customer requests for material certification must be determined by sales personnel at the time the customer order is placed and shall be noted on the customer order form (QF3.1.1.1.1) or shop order (QF 7.1.1.1.1). All orders requiring material certification must be forwarded to the Chief Engineer. Notification for material certification shall be placed on the drive card or on the shop order form.
- 5.3 If the material certification is required by a customer on a shaft, the Inventory Control Manager shall be notified by the Production Release Coordinator placing the appropriate form (Form 497) with the drive card or Shop order form (QF 7.1.1.1.1).

Supersedes Revision A 9/9/97	Date Issued 02/13/98	Page 3 of 6	Procedure No. QP 08.1.1 Rev. B
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- 5.4 A separate work order (W.O) is issued for the shaft and it is assigned the customer's AGC #.
- 5.5 If a material certification is required by the customer for gears, the Production Release Coordinator attaches Form 497 to the drive card and only the Assembly portion of the form need be completed.
- 5.6 Material traceability will be maintained by Heat No. or Heat Code throughout the machining and assembly process (QWI 8.1.1.2).
- 5.7 Documentation is sent to the Chief Engineer or his designee for control. Material Certifications shall be filed and maintained for a minimum of ten years.

END OF PROCEDURE

Revision B

Original or last revision issue date 9/9/97

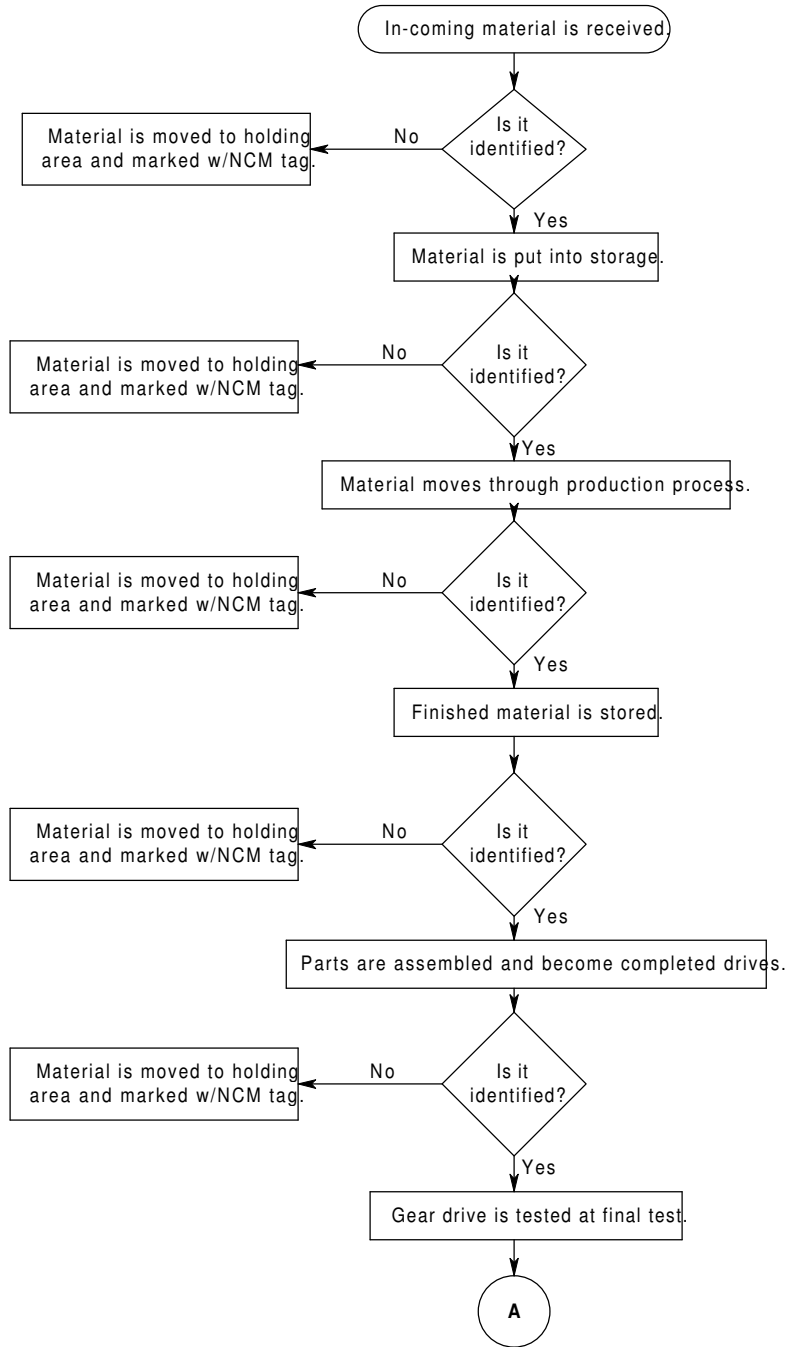
Changes or additions were made in the following place(s):

- 1. Title block
- 2. Paragraph 4.1 through 4.8
- 3. Paragraph 5.0 through 5.6
- 3. Flow chart

INPUT

Product Identification Process

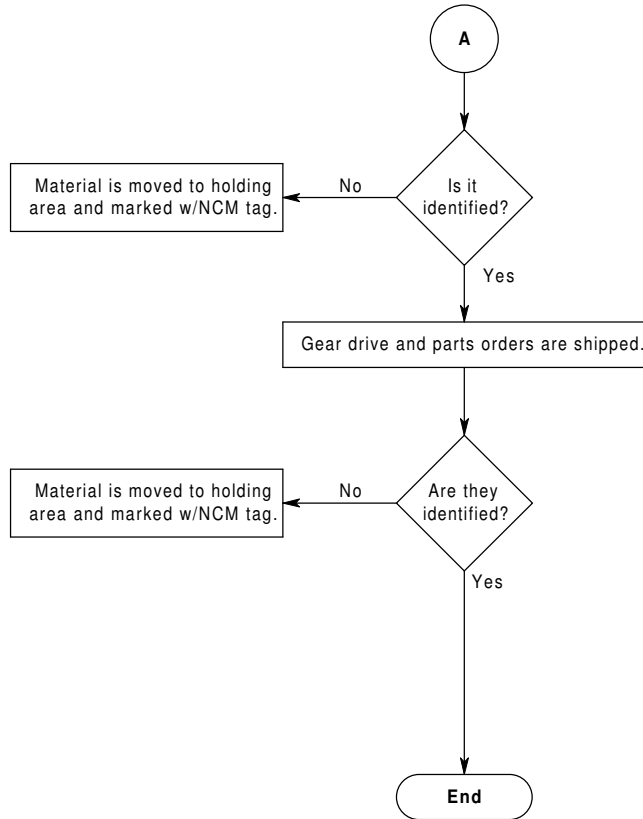
OUTPUT



QP 8.1.1 Rev B
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INPUT

OUTPUT



INPUT

OUTPUT

Product Traceability Process

