

			Label Introduction and Processing for Production
QMS GI-Q4	Rev B	Date 01-06-15	Procedure Authority: Quality Assurance Manager

Purpose: The purpose of this procedure is to describe the method used in introducing and processing labels for production.

Scope: This procedure applies to the inspection department and how they introduce and process labels for production.

Responsibility: The inspectors or lead operators are responsible for the issuance and processing of the labels. The Quality Manager is responsible for administering this procedure.

Definitions: N/A

Reference Documents: PFM4 – Job Sheet
PFM98 – Verify correct labels are being used

Procedure:

1. Job sheets are produced by the Office Manager and a copy will be given to the Quality Department for temporary informational purposes.
2. Using this Job sheet, and the production schedule as a guide, the Quality department, or a lead operator, will produce the appropriate production labels.
3. As production begins, the labels will be brought to the press and all label information will be verified in accordance with the Set-up manual. This verification will be documented via initials and date, on form PFM98.
4. Acceptable parts will be packed and the boxes labeled appropriately.
5. The finished parts are now ready for storage or delivery.