

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: SHIP/REC. SUPR.	DATE: 05/11/06	PAGE 1 OF 3
	APPROVED BY: MFG. MGR.	REVISION: B	GI-M5
TITLE: CONTROL OF PARTS THROUGH OUTSIDE SERVICES			

1.0 PURPOSE

The purpose of this instruction is to describe how BMC determines if a part gets an outside service and how BMC controls that service.

2.0 SCOPE

This instruction applies to all parts from the stamping process.

3.0 RESPONSIBILITY

The shipping/receiving department is responsible to get parts to the finishers with the help of the production department in getting the job travelers to the shipping/receiving office.

4.0 DEFINITIONS

N/A

6.0 PROCEDURE (See Figure 1 attached)

1. Once the job is pulled for any reason (finished, out of material, die or press problems), all completed, acceptable parts are moved from the production area to the staging area.
2. Once in there, the shipping/receiving clerk determines if the parts need an outside service by checking the job traveler then referring to the "Finishing Information Sheet" to determine a source.
3. If the parts are to be deburred or cleaned, no print specifications are necessary. These directions are written on the ship ticket.

4. If the parts are heat treated, plated, painted or coated, the shipping department will request a copy of the print specifications, from Q.A., that must accompany the parts. The outside service must send in certifications for our files and our customers.
5. When the parts go out, the shipping/receiving clerk creates a P.O. line in Syteline and prints out a packing slip.
6. If the parts produced make a L.H. and a R.H. at the same time, the two parts should go to separate sources, if at all possible, to eliminate the chance of the two parts being mixed. If they can't go to separate sources, they should go at separate times.
7. The shipping/receiving clerk must then arrange transportation to and from the outside source.
8. Upon their return, the parts are dock audited by Q.A., and if they are good they are then either repacked, recounted, relabeled and made ready to ship or go into inventory and received in Syteline.