

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: QUALITY SPV.	DATE: 01/25/07	PAGE 1 OF 2
	APPROVED BY: QUALITY MGR.	REVISION: A	GI-Q7
TITLE: GAGE VERIFICATION – VARIABLE			

1.0 PURPOSE

The purpose of this instruction is to describe the process for verifying variable gages. Specifically company owned gages.

2.0 SCOPE

This instruction will address variable gage verification methods with regard to the steps to verify gage accuracy, proper documentation, and a reaction plan if a non-conforming gage is identified.

3.0 RESPONSIBILITY

The Quality Manager is responsible for the adherence to this instruction.

4.0 REFERENCE DOCUMENTS

Gage Verification Record
Assessment of Impact (Non-conforming Gage)

5.0 PROCEDURE

1. Gage verification activities must take place by personnel with appropriate background and experience, and in an environment conducive to accurate measurements.
2. Select the gage to be verified and pull the associated calibration/verification records. Be sure the gage number matches the calibration record.
3. Clean the gage of all oils, grease and dirt as appropriate to obtain accurate readings.

4. Visually inspect the gage for apparent damage, excessive wear or any signs of miss-handling that may affect accuracy or function. If any of these conditions exist skip to Step #8.
5. Use the appropriate calibrated standards to take measurements, and record the results on the "Gage Verification Record". These measurements should be taken at increments throughout the measurement range and readings obtained "As Received" and "After Adjustment" (when applicable) must be recorded.
6. Record the calibration standards used for this gage verification and any comments as appropriate.
7. If the gage yields acceptable readings (within the tolerance provided on the "Gage Verification Record") prepare a sticker and prominently affix to the gage.
8. If the gage does not yield acceptable readings, notify the Quality Manager to collectively initiate an assessment of the impact of the "out-of-specification" condition.
9. Documentation of this assessment must include all the appropriate details, as well as the notification method of customers when suspect product was shipped. This documentation must be attached to the "Gage Verification Record".
10. Once the hard copy record has been completed and placed in the gage folder, the Computer database must be updated to reflect the current gage verification activity.