

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: SUPERVISOR	DATE: 01/19/10	PAGE 1 OF 3
	APPROVED BY: MATERIALS MGR.	REVISION: A	GI-M11
TITLE: Coil Starting Procedures			

1.0 PURPOSE

The purpose of this instruction is to describe the “Coil Starting” procedure for press operations.

2.0 SCOPE

This instruction applies to all Press Room employees.

3.0 RESPONSIBILITY

The department manager is responsible for adhering to this procedure, working with the shift supervisors.

4.0 DEFINITIONS - N/A

5.0 REFERENCE DOCUMENTS - N/A

6.0 PROCEDURE

- 1) Always wear gloves when handling material.
- 2) Dump all pans and clear table, bolster plate, window, and conveyor of parts from the previous coil.
- 3) Retrieve the coil tag.
- 4) Expand the reel mandrel; make sure **ALL** coil-retaining arms are in place, including the hold-down arm.
- 5) Make sure you are operating the proper side of the reel and the area is clear.
- 6) If you need help, **ASK** for it. Do **NOT** attempt to do it yourself.

6.0 PROCEDURE (continued)

- 7) Cut the material bands according to proper safety procedures. **(See your shift leader or supervisor if you have not received training on correct procedures. Following procedures incorrectly may cause serious injury.)**
- 8) Make sure the guides are set correctly on the leveler. Feed the material into the first set of pinch rollers, and secure by closing the rollers. Immediately pick up all of the banding scraps and dispose of them in the appropriate scrap containers.
- 9) Cut off a minimum of one wrap of material unless otherwise noted in the Setup/Operator Manual. Look for tape, rust, or any other flaws before feeding material into the leveler. Feed the material through the leveler. Paint the end of the strip with red Dykem. Check the material's flatness and thickness. If correct, record the information on the Control Sheet (FM1).
- 10) Start material into the feeder and feed up to the "Start" mark in the die. Confirm that the material is not binding in the stock shelf. **(Check with the shift leader or supervisor if you are unsure of where to start the strip, or if you have any questions on guide alignment.)**
- 11) Confirm the correct "Start" position of the strip in the die. Oil the strip unless stated otherwise in the Setup/Operation manual.
- 12) Place the feed cabinet into manual mode and the hand control in the setup position, before stroking the press.
- 13) Stroke the press, feed the material forward, and confirm the correct strip progression by assuring that the pilot hole is aligned with the pilot pin(s) in die.
- 14) Check for loose material, and remove any partial parts from the strip.
- 15) Continue advancing the strip through the die one progression at a time. Confirm proper strip alignment and stroke the press. Look for any missing or abnormal parts. Once the strip is completely fed through the die, the first two progressions, **(whether it's from starting a coil or during die maintenance)**, must be held in a red container at each press, rather than immediately discarded by the operator. It will then be necessary to have these parts verified by the production supervisor, along with the operator by the end of each shift. Each person involved, must sign a designated spot on the production control sheet. Once this cross-functional verification is done, the parts can then be scrapped.

Note: Essentially, each coil start will be represented individually on the production control sheet, and each coil start entry must include at least two people's initials for validation. Failure to do this will result in a quarantine of the affected containers, 100% sort and possible action towards the operator and/or supervisor.

6.0 PROCEDURE (continued)

17) Compare part to sample part. Look for any imperfections in material, i.e. rust, scratches, slug marks, missing holes, or forms.

18) Begin production.