

BACHMAN MACHINE COMPANY  GENERAL INSTRUCTIONS	PREPARED BY: SUPERVISOR	DATE: 01/19/10	PAGE 1 OF 2
	APPROVED BY: MATERIALS MGR.	REVISION: A	GI-M9
TITLE: Press Operation - Shut Down Procedures			

## 1.0 PURPOSE

The purpose of this instruction is to describe the shut down procedure for press operations.

## 2.0 SCOPE

This instruction applies to all Press Room employees expected to shut down presses.

## 3.0 RESPONSIBILITY

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

## 4.0 DEFINITIONS - N/A

## 5.0 REFERENCE DOCUMENTS - N/A

## 6.0 PROCEDURE

- 1) Top stop the press. *Never* shut down the press while the slide is near the bottom of the stroke.
- 2) Switch the press control into the Inch Mode.
- 3) Place the feed control and leveler into Manual Mode.
- 4) Shut down the conveyors and shakers.
- 5) Check the last parts before clearing the table or dumping the pans. Fill out the inspection sheet appropriately; notify your shift leader or supervisor if anything is missing.

## 6.0 PROCEDURE (continued)

- 6) Clean your area before leaving. This includes: scrap hopper, loose banding, and paper; dump waste oil containers, wipe down tables, and remove excessive oil, shop towels, dirty gloves. Etc...
- 7) Fill out Control Sheet; notify your shift leader or supervisor if it is missing.
- 8) Enter detailed information of the production run into the Tie-in book, i.e. material feed issues, die maintenance problems, die protection faults (include which channel), and any press issues.
- 9) At the end of the second shift, shut the press and leveler power off and discard unused labels. ***Never power down press while slide is near the bottom of the stroke.***
- 10) At the completion of a job or when changing jobs, key in the correct information: i.e. press count, operation, scrap, set-up, etc., into the time clock by using the bar code supplied with the Production Control Sheet.