

			<h2>Management of Production Tooling</h2>
<b>QMS</b> PQ13	<b>Rev</b> A	<b>Date</b> 09-19-17	<b>Procedure Authority: Production Department Manager</b>

**Purpose:** The purpose of this procedure is to describe and direct our activities associated with managing production tooling.

**Scope:** This procedure is applicable to tool design, manufacturing, revisions, identification, storage, handling, and associated records.

**Responsibility:** The Department Manager responsible for the associated production is responsible for administering this procedure.

**Definitions:** NA

**Reference Documents:** NA

**Procedure:**

1. The Production Manager, will provide reasonable assurance that production tooling is managed in such a way as to provide:
  - a) Maintenance and repair facilities and personnel;
  - b) Storage and recovery;
  - c) Set-up instructions
  - d) Tool-change programs for perishable tools;
  - e) Tool design modification documentation, including engineering change level of the product;
  - f) Tool modification and revisions to documentation;
  - g) Tool identification, status, ownership, and location.
2. As new or existing tooling is realized for production processes, the Department Manager will see that appropriate identification is applied to insure proper, storage, and retrievability.
3. A storage system will be facilitated such to guaranty tool integrity.
4. A handling system will be facilitated such to ensure safety to the tool and personnel.
5. Records will be maintained to represent production tooling management and to afford quick reference to tooling status as appropriate.
6. If at any time work is outsourced, associated production tooling will be monitored and managed, consistent with this procedure.

***AMENDMENT RECORD***

Revision	Date	Details	Authority
A	09-19-17	Originated	E. Ide