

DEVDAIT INDUSTRIES**TITLE : WORK INSTRUCTION FOR DOCUMENT PROCESS**

DOC. NO : WI/01

CL. NO. : 4.2.3

PG. NO. : 01 of 01

A) Preparation and Approval

Sr. No.	Name of Document	Prepared By	Approved By
1.	Quality Manual	MR	PARTNER
2.	Operating Procedures	MR	PARTNER
3.	Work Instruction	MR	PARTNER
4.	Blank Formats	MR	PARTNER
5.	Process Flow Diagram	QA I/c	PARTNER
6.	Process Plan	QA I/c	PARTNER
7.	C & EA	All concern	PARTNER

B) Signature Identification.

Sr. No.	Name	Designation	Specimen Signature & Date.
1.			
2.			
3.			

C) Document distribution & Process.

Sr. No.	Documents	Name	Designation	Specimen Signature & Date.
1.				
2.				
3.				
4.				
5.				

REV NO : 00

REL DT : 01/04/2010

DEV DATT INDUSTRIES

TITLE : WORK INSTRUCTION FOR CLEANING OF PREMISES

DOC. NO : WI/02

CL. NO. : 6.4

PG. NO. : 01 of 01

SR. NO.	PARAMETER	DOC/REC NO.
01	Clean the shop floor & office daily.	
02	Ensure that nobody spits on the shop floor.	
03	Ensure that drinking water system & toilet system is neat and clean.	
04	Ensure that all-working tables, chairs, other furniture, fans, tube lights etc. are neat and clean.	
05	Keep waste, generated during the shift in bins.	
06	Cotton waste / scrap paper lying on the shop floor should be thrown in the dustbin.	
07	Ensure that cutting oil, kerosene, machine oil etc. not spilled on shop floor.	
08	Cutting oil, kerosene, machine oil etc. spilled on shop floor should be soaked immediately.	
09	Pants, Shirts, aprons changed while on duty to be kept at dedicated place only.	
10	Do not keep loose papers, files etc. on tables after duty hours.	

DEV DATT INDUSTRIES

TITLE : WORK INSTRUCTION FOR MILLING M/C

DOC. NO. : WI/03

CL. NO.: 7.5.1

PG. NO. : 01 of 01

SR. NO.	PARAMETER
1.	Keep the material near m/c.
2.	Clean the Milling m/c before its use.
3.	Lubricant all parts of Milling m/c.
4.	Check m/c is properly working or not.
5.	Select the cutting tool as per requirement.
6.	Clamp the cutting tool tightly.
7.	Produce one job and handover it to Q.A. I/c to check it. If component is OK as per Process plan, then continue the production, if not then ask Prod I/c to set the M/c, to get job as per requirement.
8.	Remove all material to store or as per instruction.
9.	After completion of production clean M/c & surrounding area.

DEVDAIT INDUSTRIES

TITLE : WORK INSTRUCTION FOR PRESS M/C

DOC. NO : WI/04

CL. NO. : 7.5.1

PG. NO. : 01 of 01

SR. NO.	PARAMETER
1.	Check all electrical connection of machine for working condition.
2.	Apply Oil to the machine & check for Oil in Oil cap before switch on the machine.
3.	Before starting the machine check working of the pedal.
4.	Take the instruction about the job's die, fixture, material, drawing, and punch, which is to be operated and also ask about is there any tool change is required on that die.
5.	Ensure that punch is clamped exactly center of the die.
6.	Check that the stopper is as per the bending size on process plan. & Tight the stopper bolts & put the lock nut.
7.	If there is any special characteristic on process plan take special care of that dimension.
8.	Produce 1 st job & Offer it to the QA I/c for 1 st piece approval.
9.	If job is conforming then continue production. If job is non-conforming take instruction from Prod I/c, make necessary changes in setting till the next job gets approved.
10.	Take precaution that there will not be any accident.
11.	In continuous production check jobs as per Process Plan.
12.	Keep the operated job on platform or in containers and ask QA I/c about tag & non-conforming job in rejection area.
13.	Switch off the machine & then clean the machine & machine area after completion of the work.

REV NO : 00

REL DATE : 01/04/2010

DEV DATT INDUSTRIES

TITLE: WORK INSTRUCTIONS FOR LATHE M/C

DOC. NO : WI/05

CL. NO. : 7.5.1

PG. NO. : 01 of 01

SR. NO.

PARAMETER

1. Check all electrical connection of machine for working condition.
2. Do oiling to all slide & tail stock at every morning & afternoon.
3. Clean the slide with kerosene in a week & do the proper setting of the slide.
4. Ensure that Process plan of the job is displayed near the machine. If not ask Prod. I/c for the Process plan.
5. Clamp the job on the machine.
6. Ensure that the job clamp properly machine.
7. After completion of 1st job, check the job from QA I/c.
8. Check the job regularly while machining.
9. Keep the reject or rework job separately to avoid mixing.
10. After completion of machining, switch off the machine & then clean the machine & its surrounding area.

REV NO : 00

REL DATE : 01/04/2010

DEV DATT INDUSTRIES

TITLE: WORK INSTRUCTIONS FOR DRILLING M/C

DOC. NO : WI/06

CL. NO. : 7.5.1

PG. NO. : 01 of 01

SR. NO.	PARAMETER
1.	Check all electrical connection of machine for working condition.
2.	Take required no of jobs as per Prod I/c instruction and put it on proper location so that it will easy to operate the machine.
3.	Insure that Process plan of the job is displayed near the machine. If not ask Prod. I/c for Process plan.
4.	Select the drill & fixture as per Process Plan.
5.	Clamp the fixture & drill on machine & ensure that job rests correctly on the fixture.
6.	Do not use hand gloves.
7.	Drill the 1 st job and offer to Prod. I/c.
8.	If approved start production. If not get instruction from Prod I/c; make necessary changes till next piece gets approved.
9.	In continues production check jobs from Prod I/c as per Process plan.
10.	Keep rejected material in Rejection Area so that it can't mix in OK jobs.
11.	Do not mix conform material in nonconforming material.
12.	Switch off the machine & then clean the machine & machine area after the use.

DEV DATT INDUSTRIES

TITLE : WORK INSTRUCTION FOR Co2 WELDING

DOC. NO : WI/07

CL. NO. : 7.5.2

PG. NO. : 01 of 01

SR. NO.	PARAMETER
1.	Check & tight the nut & bolt of welding holder.
2.	Take the instruction about job, which is to be welded.
3.	Job's which are going to be welded must be clean.
4.	Switch on the machine & set the machine parameter as per requirement.
5.	Ensure that the drawing of the operation, which is carried, on machine is displayed by the side of the machine.
6.	Weld 1 st piece & inspect it.
7.	If job is conforming then continue production.
8.	Apply anti spatter spray on gas nozzle & contact tip at regular interval to avoid spatter on them.
9.	Switch off the machine & then clean the machine & machine area after completion of the work.