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1.0 PURPOSE :

To ensure that the processes for manufacture of products are identified and planned, and the same are carried out under controlled conditions.

2.0 SCOPE :

Applicable to the products manufactured at the Vasai factory.

3.0 REFERENCES :

- PDXX - 401 Format - "Travel Tag (Product)"
- PD00 - 402 Format - "Material Replacement Slip"
- PDXX - 403 Format - "Job Allocation Record Register (Product)"
- PD00 - 406 Format - "Completion Memo"
- PD00 - 407 Format - "Equipment maintainance Register (Preventive)"
- PD00 - 408 Format - "Equipment maintainance Register (Breakdown)"
- PD00 - 409 Format - "Production Plan"
- PD00 - 410 Format - "Production Schedule"
- PD00 - 411 Format - "Summary of NCs in Production"
- PD00 - 501 List - "List of Production Equipment"
- PDXX - 601 Chart - "Process Flow chart (General / Product)"
- SR00 - 407 Format - "Summary of Inwarranty Customer Complaint"
- NC00 - 201 Procedure - "Procedure for Control of Nonconforming Materials and Products"
- HS00 - 301 Work Instruction - "Work instruction for material handling storage and preservation"
- HS00 - 404 Format - "Stores Issue Slip"
- HS00 - 408 Format - "Stores Requisition Slip"
- HS00 - 418 Format - "Material Return Slip"
- ITXX - 402 Format - "Test Report (Product "
- ITXX - 603 Chart - "Quality plan for in-process inspection"
- CB00 - 201 Procedure - "Calibration Process"
- CB00 - 403 Format - "Check Status (C/M/V) Sticker"
- PU00 - 201 Procedure - "Procedure for Purchasing"
- DC00 - 201 Procedure - "Procedure for Document and Data Control"

4.0

ANNEXURES :

- Annexure A - Process Maps & Flow-Charts
- Annexure B - Records Table
- Annexure C - Guidelines



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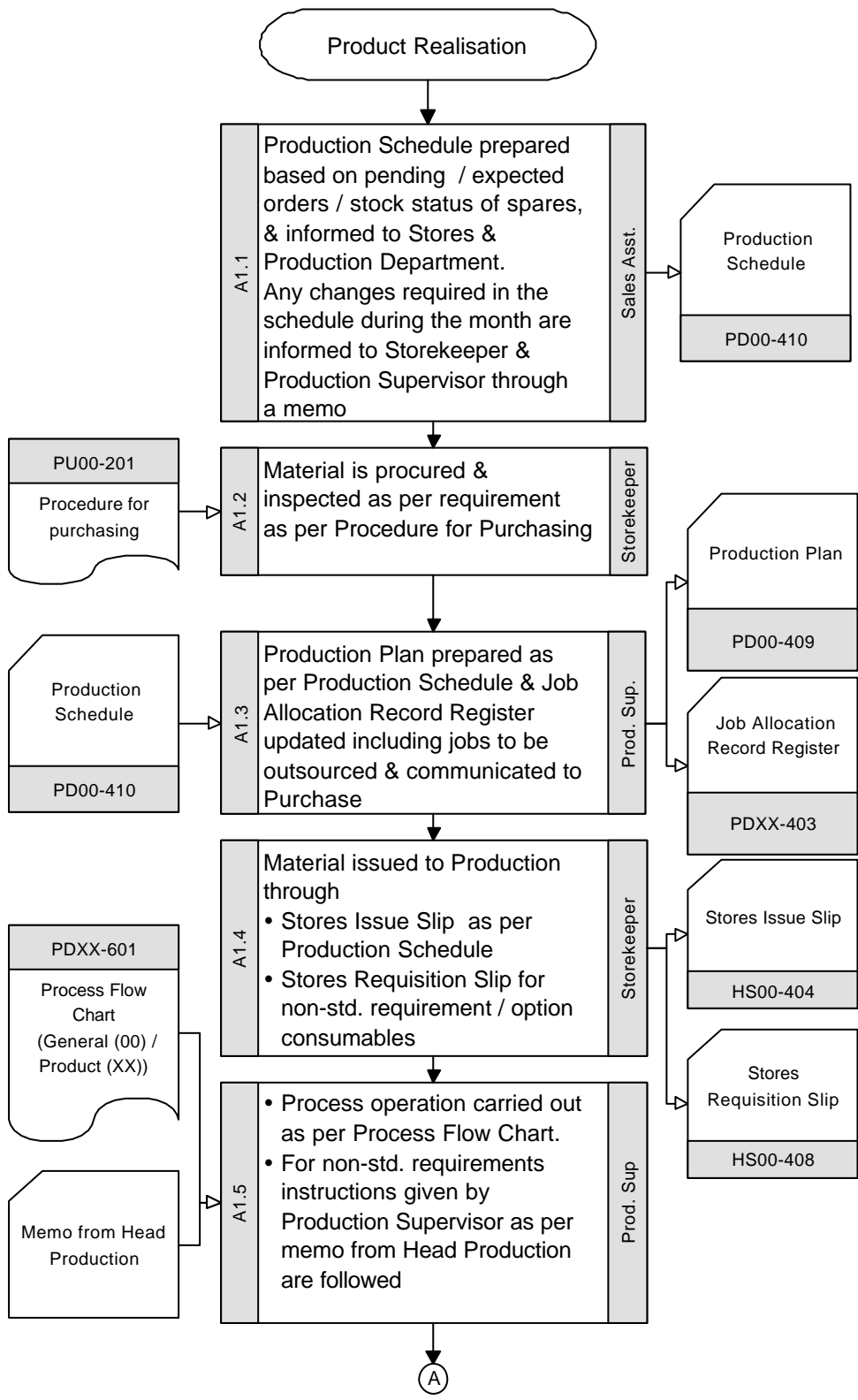
Annexure A - PROCESS MAPS & FLOW-CHARTS

Process Owner : <ul style="list-style-type: none"> • Head Production 	Process Controls : Guidelines (Annexure 'C')	Process Goals (Targets) : <ul style="list-style-type: none"> • In warranty complaints not greater than 5% of despatches (cumulative) • No NCs in 95% of monthly production
Process Inputs : <ul style="list-style-type: none"> • Production Schedule • Memos 	Process Name : <u>Procedure for Production</u>	Process Outputs : <ul style="list-style-type: none"> • Test Reports • Completion Memo
Process Verification : <ul style="list-style-type: none"> • Through Auditing and Process Performance Measures 	Process Resources (Means): <ul style="list-style-type: none"> • Machines • Trained Personnel • Equipment 	Process Measures (Metrics) : <ul style="list-style-type: none"> • No. of Customer Complaints (SR00-407) • No. of NCs in Production (PD00-411)



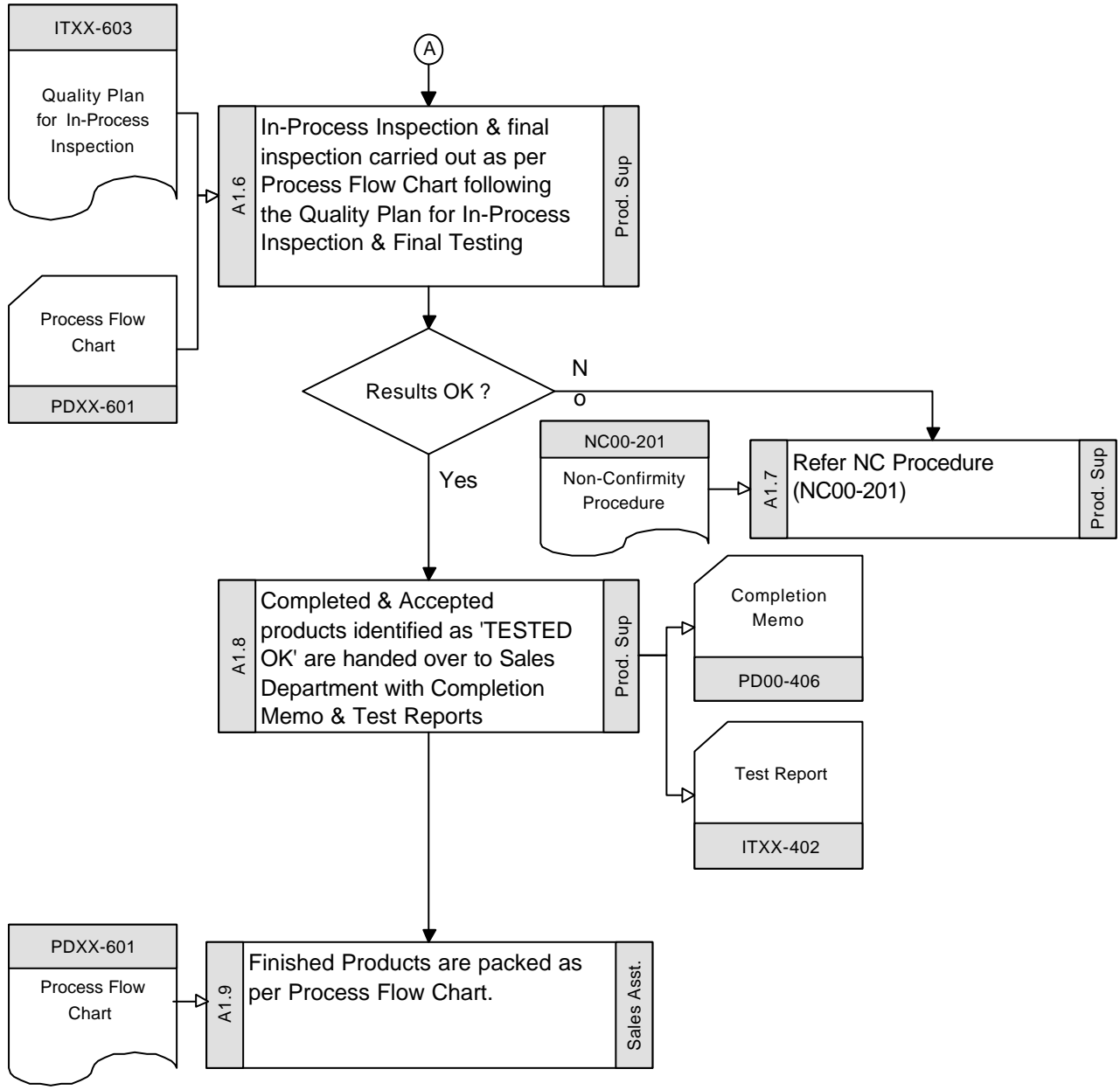
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Product Realisation





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Annexure B - RECORDS TABLE

Sr. No.	RECORD REFERENCE	RECORD DESCRIPTION	RECORD LOCATION	MAINTAINED BY	RETENTION PERIOD
1.	PD 00 - 801	"Travel Tags" Box : -Travel Tag (PD XX - 401)	Production Department	Production Supervisor	6 Months
2.	PD 00 - 803	"Production Schedule" File : -Production Schedule (PD 00- 410)	Sales Department	Sales Assistant	6 Months
3.	PD 00 - 804	"Material Replacement Slip" File : -Material Replacement Slip (PD 00- 402)	Stores	Store Keeper	6 Months
4.	PD 00 - 806	"Completion Memo" File: -Completion Memo (PD 00- 406)	Sales Department	Sales Assistant	6 Months
5.	PD 00 - 901	"Job Allocation Record" Register : (PD XX - 403)	Production Department	Production Supervisor	6 Months
6.	HS XX - 803	"Stores Issue Slip (Product)"File: -Stores Issue Slip (HS 00 - 404)	Stores	Store Keeper	1 Year
7.	HS 00 - 807	"Invoive (Excise)" File: -Invoive (Excise) (HS 00 - 409)	Sales Department	Sales Assistant	3 Years
8.	HS 00 - 808	"Invoice (CM Series)" File: -Invoice(CM Series) (HS 00 - 410)	Sales Department	Sales Assistant	3 Years
9.	HS 00 - 809	"Packing Slip" File: -Packing Slip (HS 00 - 403)	Sales Department	Sales Assistant	3 Years
10.	HS 00 - 810	"Delivery Chellan (TCS Series)" File: -Delivery Chellan(TCS Series) (HS 00 - 403)	Sales Department	Sales Assistant	3 Years
11.	HS 00 - 811	"Material Return Slip" File: "Material Return Slip." : (HS 00 - 418)	Stores	Store Keeper	1 Year



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Sr. No.	RECORD REFERENCE	RECORD DESCRIPTION	RECORD LOCATION	MAINTAINED BY	RETENTION PERIOD
12.	HS 00 - 903	"Seriel no."Register: (HS 00 - 411)	Sales Department	Sales Assistant	3 Years
13.	IT XX - 803	"Test Report" File: -Test Report (Product) (ITXX -401/402)	Sales Department	Sales Assistant	3 Years



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Annexure C - Guidelines

- 1 Material not required for Production, is returned to stores through "Material Return Slip"(HS00-418).
- 2 Jigs & Fixtures with valid "Check Status (C/M/V)Sticker"(CB00-403) are used wherever applicable as referred in "Calibration Process"(CB00-201).
- 3 Machines and equipment maintained periodically as per "List of Production Equipment"(PD00-501) and record maintained as "Equipment Maintenance Record - Preventive" (PD00-407). Machine / Equipment Breakdown History maintained in Equipment Maintenance Record - Breakdown (PD00-408).
- 4 Only controlled copies of latest documents are used at the work place as per "Procedure for Document & Data Control" (DC00-201).
- 5 Production Supervisor is consulted in case of any doubt
- 6 Material handled as per Work Instruction for "Material Preservation Handling & Storage" (HS00-301).
- 7 Travel Tags (PDXX-401) with unit Sr. No. are used for product identification & recording of test results.
- 8 For replacement of material, against in-process rejection, is issued through Material Replacement Slip PD00-402



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