





SOP Reference #: SOP-QS007

Operation/Task:	Qualification			Equipment:	Various
Owner:	Quality Manager	Date Prepared:	6/2015	Department:	Management
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents the processes to calibrate the various monitoring and measuring equipment

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		When new equipment is introduced into the production environment, it must be qualified prior to deployment	The manager that owns the new equipment/process procures a machine specification for the new device from the manufacturer.	As benchmark for establishing capacity and capability.
2		Install and test new equipment	<p>Equipment manufacturers will install new equipment on location and test run against specification with a company representative present (usually the General Manager or Purchasing Manager). The company representative will approve the installation prior to the manufacturer's employees leaving the site.</p> <p>Once installed, the equipment is run in test mode by ENPOINTE employees on house jobs set for this purpose. Overruns from live work are permitted but require approval of the Production Manager.</p> <p>Tests are conducted against all capabilities required in the production environment.</p>	To prove capacity and capability of new equipment and processes.

3		Test Criteria	<p>Test requirements are dependent on equipment being tested. Items to consider are:</p> <ol style="list-style-type: none"> 1. Run Speed 2. Minimum and maximum size range 3. Caliper 4. Consumables 5. Safety observations <p>There may be many more criteria depending on the operation. Consult the manufacturers specifications and test against all functions.</p>	To fully understand capability, testing is done independent of the manufacturer.
4		Compare results to manufacturers specifications	<p>Create a list of manufacturers specifications and actual test data and compare the results.</p> <p>If manufacturers specifications are not achieved in test, contact the manufacturer for assistance.</p>	To establish actual capability.
5		Approval and review	<p>The production manager must review findings prior to submission to estimating.</p> <p>Any change to the equipment or the surrounding production environment may require a review of the established qualification if determined necessary by the production manager or general manager.</p>	To review for accuracy prior to submission.
6		Submit Results	Report actual results of test run (not manufacturers specifications) to estimating manager for use in the estimating database.	To incorporate actual capability into the estimating and job planning functions.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 0	First posting	Troy Bauer / Kathy Osterberg	8/2015
Rev. 1	Update GLS references to ENPOINTE	Dean Milinkovich	10/2022