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Process	Activity	Responsibility	Do's	Visual Aid & Measurable	Record (Retention:-1Yr Minimum)		
					Cell Name	Name & Number	
Input	Check	Operator	Input lot is Okayed in previous process.		HALOL	WO (MK-FR-006) Identification-Painting-Oiling-Packing cum Rework Record (MF-QR-219 A) OJT Register, PE-FR-005 (with Supervisors/cell TLs)	
	Cleaning		Clean the machine, collect springs fallen on ground & drop in the scrap bin.				
	Oil		Ensure & Update schedule of oil cleaning/Filter/Replace Stop oiling during dust Cluster installation for avoid grinding dust accumulation on spring				
In process	Select of job	Operator	Follow FIFO / as per supervisor advice & select job, for oiling		T2.5	Identification-Painting-Oiling-Packing cum Rework Record (MF-QR-106 A) WO (MK-FR-006) OJT Register, PE-FR-005 (with Supervisors/cell TLs)	
	Selection of oil		Use Rustop 173 / Rust Top 274 oil only or as specified				
	Loading	Operator	Load springs inside Automatic Oiling Machine	  	E1	Identification-Painting-Oiling-Packing cum Rework Record (MF-QR-515 A) WO (MK-FR-006) OJT Register, PE-FR-005 (with Supervisors/cell TLs)	
	Production	Operator	Start the machine by controller Cycle start Switch. Front safety Door will close automatically , And oil spary start. After Completing Oiling operation door will open automatically.				
			Unload springs on packing table				
			Pack the springs to plastic bags, update identification card Over the bin Ensure it is packed perfectly.				
Use packing standard to know the no. of springs per cover as per the customer requirement.							
Output	Release to next operation	Operator	Update all details on the box or on packing slip. Load covers inside the corrugated box, seal the box & move to storage area Inform supervisor after completing the batch		MN 09 to 11,13,14 & 17	Identification-Painting-Oiling-Packing cum Rework Record (MF-QR-219 C) WO (MK-FR-006) OJT Register, PE-FR-005 (with Supervisors/cell TLs)	
			Supervisor updates the work order card, Dispatch register & instruct operator to move boxes to FPS area				
Output	Release to next operation	Supervisor/Operator			GBP	WO (MK-FR-006) Identification-Painting-Oiling-Packing cum Rework Record (MF-QR-647) OJT Register, PE-FR-005 (with Supervisors/cell TLs)	

NOTE: 1) IF ANY NEW ITEM, MENTION THE SAME IN PRODUCTION RECORD & WO.
 2) ENSURE MEASURING EQUIPMENT'S AND GAUGES ARE OK BEFORE USE (NO DAMAGES, CALIBRATION STATUS ARE LIABLE ETC)
 3) NC PRODUCTS (DURING PROCESS / SETUP) IDENTIFY & KEEP IN RED BIN
 4) DO REWORK (if applicable) AS PER MF-WI-0011 AND RECORD
 5) POKA YOE - ANY ABNORMALITIES REPORT TO SUPERVISOR
 6) SCRAP FALLEN SPRINGS ON GROUND.

Environmental, Occupational, Health & Safety Management Guidelines

Environmental Aspect	Environmental Impact	Occupational Hazard	Occupational Risk	DO's	PPE	Emergency Reaction
Used plastic sheet, adhesive tape, plastic containers, hesein cloth removal/disposal	Land contamination	Sharp knife contact	Finger injury	Use gloves while removing packing material, transfer to scrap yard, store in identified place and dispose to authorized agent	Gloves	Shift immediately to First Aid.
Receiving finished goods from shop floor.	Accident hazard	Sharp edge contact	Finger injury	Use gloves while loading springs into oiling tank.	Gloves	Shift immediately to First Aid.
Used oil disposal.	Land contamination	Oil contact	Skin allergy	Collect contaminated oil treated oil in designated container / Use gloves/mask while oiling.	Gloves/Mask	Shift immediately to First Aid.
Metal containers disposal	Land contamination	Sharp edge contact	Finger injury	Discard containers in designated area / Use gloves while handling used containers.	Gloves	Shift immediately to First Aid.
Excessive usage of oil, Packing boxes aids, Electricity etc.	Resource depletion.			Conserve resources by reducing excess usage of Oil, Packing aids, Electricity etc.		
Soiled cotton waste disposal	Land contamination			Discard soiled cotton waste into designated container and transfer to scrap yard		