

Training Course Notes

Product Identification and Traceability

Anticipated Audience: Engineering, Manufacturing, Quality, Receiving

Should Product Identification be a separate course that identifies products and any important information about those products?

The second course would be the Process for receiving products.

Products
<i>High Speed Gears</i> ▪ Complex, tight tolerance gearing ▪ Proprietary ▪ manufacturing processes ▪ Advanced applications ▪ Serving export and medium/heavy duty markets What might these materials consist of? What should employees be looking for in terms of quality and any other identifiers?
<i>Precision Gears</i> ▪ Complex shapes, alloys and sizes ▪ Diverse end markets ▪ Original equipment and service applications ▪ Manufacturing process configured to efficiently produce, even in small lot sizes What might these materials consist of? What should employees be looking for in terms of quality and any other identifiers?
<i>Gearbox Assemblies</i> ▪ Engineered to withstand extreme operating environments ▪ Promising growth opportunities ▪ Attractive end markets Advanced testing and data acquisition capabilities...in-house What might these materials consist of? What should employees be looking for in terms of quality and any other identifiers?
Subcontractor Materials
What might these materials consist of? What should employees be looking for in terms of quality and any other identifiers?
Customer Supplied Material Examples
What might these materials consist of? What should employees be looking for in terms of quality and any other identifiers?

Receiving

Process and Procedure
Receiving Purchase order and part number are compared to packing list. Can I get a sample receiving purchase order so that I can show how to do this comparison? Is there other information you want them to be aware of here?
Upon verification, packing list is initialed along with quantity received and any discrepancies or damage noted. What discrepancies or damage should they be looking for?
Receiver is forwarded to purchasing. Receiver refers to the documentation? The item received? How is it forwarded to purchasing?
Enters received goods into main computer system by purchase order number, date and quantity received Can I get screen shots of what the computer system looks like so I can label and explain the steps to the process? What are the steps for entering received goods?
Mill Certifications are matched with Purchase Order. Can I get an example of a Mill Certificate? How is it matched to the Purchase order?
Mill Certifications along with purchase order are forwarded to Quality Assurance for approval. How is this forwarded to Quality Assurance?
Receiver and copy of the purchase order is forwarded to accounts payable for order closeout How is this information forwarded? Is there a system or process with clear steps Receivers need to know?