



TITLE of ELEMENT Fabrication Procedure

WORK INSTRUCTION
WI-750-001

Revision: 121510 Initial Trial

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Blue text is used as an example.

1.0 PURPOSE

1.1 (What is the reason for writing this work instruction) Start with the following statement: “The purpose of this document is to provide instructions for - - - - - .”

This work instruction describes the basic flow of an unpainted product through a milling machine.

1.2 Be as specific as you need to be to define the purpose of the document.

The Purpose of this procedure is to control the fabrication processes. This procedure provides for the communication of customer requirements to the shop, and inspection of product to the customer requirements.

2.0 SCOPE

2.1 (Define the area or process that this instruction applies to)

Cutting, drilling, fitting, and welding operations before sending to painting.

3.0 RECORDS

3.1 (Indicate specific type of records to be maintained and where they will be maintained)

Record machine hours on the traveler (F-750-001) to track usage until calibration.

4.0 ASSOCIATED DOCUMENTS

4.1 (Reference upward to the procedures that the work instruction is controlled by and reference forms by control number used to create records. Also, reference other documents, standards or information that are relevant.)

F-750-001 Traveler, MP-750 Control of Production and Service Provision, “Rejected” Tag, Customer Drawing, etc.

5.0 DEFINITIONS

5.1 (Define any terms and phrases that might be unique to this instruction or to this particular industry)

Appropriate drill components to match requirements.

6.0 RESPONSIBILITY

6.1 (List department(s) or functions responsible for maintaining these instructions)

It is the responsibility of the shop supervisor to maintain this procedure. The Shop supervisor is responsible to assign and train inspectors. It is the responsibility of the welder to fabricate the part to the customer drawing and to follow this procedure and not move on to another step without inspection. The inspector must inspect the parts to the customer drawing.

7.0 TOOLS, GAGES, FIXTURES

7.1 (List all unique tools required to perform tasks as indicated in this work instruction)

Appropriate drill components to match requirements.

8.0 SAFETY REQUIREMENTS

8.1 (List all necessary safety precautions that employees must comply with and all safety equipment that must be used while following the operations specified in this work instruction)

Safety glasses, welding shields, etc.



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9.0 INSTRUCTIONS

9.1 (List all steps to be taken to complete the scope of this work instruction, in the exact sequence necessary. Work instructions may be in the form of flow charts, bullet instructions, text, photos, digitized images, numbered instructions or any combination of all, as long as the instructions are clear, crisp and do the job as intended)

9.2 The fabrication shop is given a Job Pack to fabricate a product.

9.3 The Shop Lead man looks at the drawings, bills of material, and cut sheets to verify that there is adequate information to fabricate the part.

9.4 The shop lead man gets the materials from the storage area and verifies that they are correct to the BOM and Cut sheet requirements and signs the fabrication traveler (F-750-001).

9.5 The shop lead man gives the materials and job pack to a welder to fabricate the parts to the drawings. The welder completes the layout.

9.6 The shop supervisor or lead man inspects the layout of the part to the drawing and signs the fabrication traveler (F-750-001).

9.7 The welder cuts the material to match the drawing. The welder or cuts or drills holes in the material to match the drawing.

9.8 The welder fits up the parts as described on the drawing. If the welder does not understand the drawing, the welder is to ask the supervisor. If the drawing is still unclear, the QA Manager or Plant Manager is contacted to resolve the question with the customer in accordance with MP-750.

9.9 The shop supervisor or lead man inspects the fit-up of the part to the drawing and

9.10 signs the fabrication traveler (F-750-001).

9.11 The weld is completed by the welder.

9.12 The shop supervisor or lead man inspects the weld of the part to the drawing and signs the fabrication traveler (F-750-001).

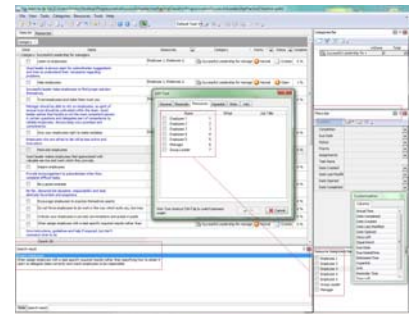
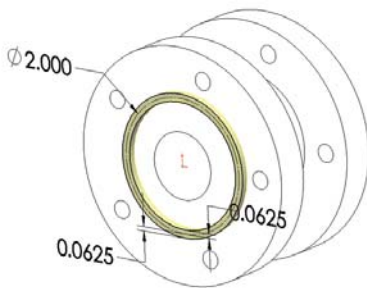
9.13 If necessary steps 4.7 to 4.10 are repeated until the part is completed.

9.14 When completed the part and job pack are moved to paint or to Final Inspection.

F-750-001 Traveler



You may choose to add images– including software instructions.





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You may choose to add a flowchart. (for more info see: [Flowchart Basics](#))

