

Production Line-Leader Patrolling Guidelines

No.	CHECKPOINTS	ITEMS TO BE CHECKED								
		DISCUT 1			DISCUT 2			DISCUT 3		
		Date	Inspector	Judge's	Date	Inspector	Judge's	Date	Inspector	Judge's
1	Are the Machine Operator are on their designated machines assignments.?	23/01/03	ROD	OK	23/01/03	BCN	OK	23/01/03	BCN	OK
2	Are the set-up / requirements are being observed during Mass Production?		ROD	OK		BCN	OK		BCN	OK
	Feeder:									
	1. Gauge Clearance			OK			OK			OK
	2. Suction Cup			OK			OK			OK
	3. Height adjustment rod lock			OK			OK			OK
	4. Brush, Rubber roller and Roller belt			OK			OK			OK
	5. Gripper			OK			OK			OK
	6. Timing of Gripper			OK			OK			OK
	7. Side guide			OK			OK			OK
	8. Sensor			OK			OK			OK
	Cutting:									
	1. Main motor			OK			OK			OK
	2. Photo sensor (always open)			OK			OK			OK
	3. Blade			OK			OK			OK
	4. Door			OK			OK			OK
	Stripper:									
	1. Lock of stripper			OK			OK			OK
	2. Sensor			OK			OK			OK
	3. Door			OK			OK			OK
	4. Conveyor			OK			OK			OK
	Delivery:									
	1. Door			OK			OK			OK
	2. Sensor			OK			OK			OK
	3. Delivery			OK			OK			OK
	4. Window			OK			OK			OK
3	Are the checklist are updated & completely timely & neatly filled-up by assigned Machine Operator?			OK			OK			OK
4	Are the reporting of defects / downtime and segregation of reject are being observed?			OK			OK			OK
5	Are the Work instructions / Guidelines are being posted, available & visible to Machine Operator?			OK			OK			OK
6	Are the Machine Operator follow standard in checking of item prior Mass Production?			OK			OK			OK
7	Are the production plan/reports are completely and properly fill-out?			OK			OK			OK
8	Are item completely labelled, actual vs. drawing?			OK			OK			OK
9	Are Machines Parts / Tools properly arranged on its allocated place.			OK			OK			OK
10	Are 7's properly implemented ?			OK			OK			OK
11	Are the safety requirements are being observed such as wearing of face mask properly, social distancing and using of PPE?			OK			OK			OK
12	Are the standby glue has secondary containment pan.			OK			OK			OK
13	Are the used waste plastic color are correct base on requirement?			OK			OK			OK
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Findings / Recommended Action / Remarks:										