



Procedure: QSP-7.5.103	Page 1 of 2
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Process Setup

Purpose

This procedure describes the process for first-piece approvals using documented setup instruction and first piece inspections of primary setups.

Scope

This procedure applies to production products.

Definitions

Nonconformance Product or material which does not conform to customer requirements or specifications.

Nonconformity (ISO 9000:2000) Non-fulfillment of a requirement.

Setup Verification Producing, measuring and testing a small sample of parts for conformance to quality control standards. If parts fall within the acceptable range, the setup is approved for production.

Responsibilities

PROD PLNR Employee designated to perform production planning and scheduling

OPER Operator

DES INSP Designated Quality Inspector

QUAL INSP Quality Inspector

Procedures

PROD PLNR Initiate Job Setup

Initiates the Bill of Labor (setup sheet, when additional details are required) when a new job setup is required and gives it to the Operator. This is done online via the Production Module of our enterprise computer system.

OPER Supervise Changeover and Startup

Determines parameters from the Traveler (which includes the Bill of Labor) and sets up the fixtures and equipment. Starts processing to prepare sample parts.

OPER Produce First Piece

Produces and submits first piece to the Quality Inspector or other Designated Inspector.

QUAL INSP or DES INSP Inspect First Piece

Completes the inspections for in-process and first-piece approval .

QUAL INSP or DES INSP Approve Setup for Production

Upon 100% conformance to inspection instructions, approves 1st Article and notes such on Traveler. Otherwise, notes the nonconformity and returns the parts and form to the operator.

QUAL INSP or DES INSP Authorize Production Startup

Upon satisfactory completion of all tests, authorizes production startup, retaining one of the first part samples for reference during the run.

OPER Repeat Approval Process for Nonconformance

If first-piece parts are nonconforming, repeats the first-piece approval process until acceptable conformance is achieved.

QUAL INSP Authorize Special Process Startup

If required, verifies special process pre-qualification and satisfactory completion of all checks. Authorizes production startup. Maintains records for qualified process.

Related Procedures

Product Realization Process QSP-7.5.102

Records

Traveler Package contents include: Customer PO and Specs (if furnished) or other form of product description; System Work Order; Sub-group Form QF-47

Revision Notes

- Rev D removed Inspection Record CF-49 as it's no longer used.
- Removed "References" section as it is already covered in QPM-301
- Removes references to AS9100B 7.5.2 as we do not perform "special processes". Exception to 7.5.2 is taken in QPM-301.