|  |  |  |
| --- | --- | --- |
| Document Required | Acme, Davenport, Hydromat | Qty / Notes |
| Production Sheet | X | 1 |
| EPDM Print | X | 2 |
| Machine layout | X | 1; If available |
| Fair | X | 1 |
| In-process Inspection sheet | X | 4 |
| Routing Tickets | X | Number Needed |
| Action/Quality Alerts | X | 1; if available |
| Dynaquip Traceability | X | 1; if needed |
| Other Quality Paperwork | X | 1; if needed |
| *Attach 1 copy of the print, the FAIR sheet, the gage list, and 1 copy of the in-process to the outside of the job packet with a paperclip.* | | |

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| Document Required | Hydromat Nozzles Examples: PWNxxxxx-H (-B, - HS, - HT,-HC, etc) | Qty / Notes |
| EPDM Print | X | 1 |
| Machine layout | X | 1 |
| In process inspection sheet | X | \*\*\*\*5\*\*\*\* |
| GPM | X | \*\*\*\*5\*\*\*\* |
| Routing Tickets | X | Number Needed |
| FAIR | X | 1; ONLY required for multi-tip nozzles (PWNXXXXB-C) |
| Hydromat Status Checklist | X | 1 |
| *\*\*\*\* If less than 7000 pcs print only 2 of the inspection and 2 of the GPM\*\*\*\** | | |

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| --- | --- | --- |
| Document required | Secondary – CNC’s, Kingsbury, etc. | Qty / Notes |
| Production Sheet | X | 1 |
| EPDM Print | X | 1 |
| 2nd op In process inspection sheet | X | 4 |
| Routing Tickets | X | Number Needed |
| Dynaquip Traceability | X | 1; If needed |
| Machine Layout | X | 1; if available |
| FAIR | X | 1; if needed |
| Machine Analysis Sheet | X | 1; if needed |

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| --- | --- | --- | --- | --- |
| Document Required | KF Parts Made From Blanks  (on CNC Machines) | Drill Room | Brazing | Nozzle Lathe  & KF Pack |
| Production Sheet | 1 | 1 | 1 | 0 |
| Routing Tickets | X | Number Needed | Full Sheets | 1 Full Sheet |
| EPDM Print | 1 | 0 | 0 | 0 |
| In Process Inspection Sheet | KeepFlo CNC-Drill Room First Article and Inspection Sheet Document | 0 | 0 | 0 |

Job Packets should be put together in the following order, all facing up in the clear protective sleeve, from top to bottom (depending upon availability):

PRIMARY/HYDROMAT JOB PACKETS

* INSIDE SLEEVE

1. Production Sheet (bottom of landscape pages lined up with holes in sleeve)
2. Work Order / Routing Tickets
3. Machine Layout
4. 3 In Process Sheets
5. Other Quality Papers
6. Print (facing out)
7. Job Out Tag (in front of packet)

* OUTSIDE SLEEVE (paper clipped to back)

1. FAIR (First Article)
2. 1 In Process Sheet
3. Print (facing out)

HYDROMAT NOZZLE JOB PACKETS

* INSIDE SLEEVE

1. Production Sheet
2. Work Order / Routing Tickets
3. Machine Layout
4. In Process Sheets
5. GPM Sheets
6. FAIR (if applicable)
7. Print (facing out)
8. Job Out Tag (in front of packet)

SECONDARY JOB PACKETS

* INSIDE SLEEVE

1. Production Sheet
2. Work Order / Routing Tickets
3. Machine Layout
4. Machine Analysis Sheet (if running on CNC pulling material only)
5. FAIR
6. In Process Sheet
7. Print (facing out)
8. Job Out Tag (in front of packet)

* OUTSIDE SLEEVE (paper clipped to back)

1. FAIR (First Article)
2. 1 In Process Sheet
3. Print (facing out)

SAMPLES

* INSIDE SLEEVE

1. Production Sheet
2. Print (facing out)
3. Job Out Tag (in front of packet)

\*Do Not Open a Work Order!!