

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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## 8.2.3 PROCEDURE FOR SAMPLE/TRIAL & PILOT PRODUCTIONS.

*(Procedure for industrialization process)*

### 8.2.3.1 SCOPE

COP procedures for sample, trial & pilot production with R&D and production department.

#### A) Procedure Sample Productions.

Flow	Activity	Responsibility	Ref
<div>ORDER RECEIVING</div>	1. Obtain the sample order requirement.	D.ENG./OFFICER	E-MAIL
	2. Record sample order details with relevant reference number.	”	IFS SAMPLE PRO. DATA BASE
	3. Obtain the required test reports of raw materials/ semi-finished goods.	MGR (COP)	TEST REPORTS
<div>REVIEW</div>	1. Prepare the plan with required test details & order material & other resources from planning manager.	MGR (COP)	E-MAIL
	1. Inform to the relevant sections via production plan.	MGR (PLA.)	PC-PLAN-02
<div>PREPARATION</div>	2. Review the production plan	MGR (COP) / D.EMG./OFFICER	”
	3. Arrange the sample production specification & distribute to the relevant department.	MGR (COP) / D.EMG./OFFICER	TSF-14-1
	4. Arrange the sample production.	PM	
	5. Do sample production with the monitoring by COP /R&D & production representatives.	MGR (COP) / D.EMG./OFFICER /PM	COP-WI-11-1 SAMPLE F.U.S

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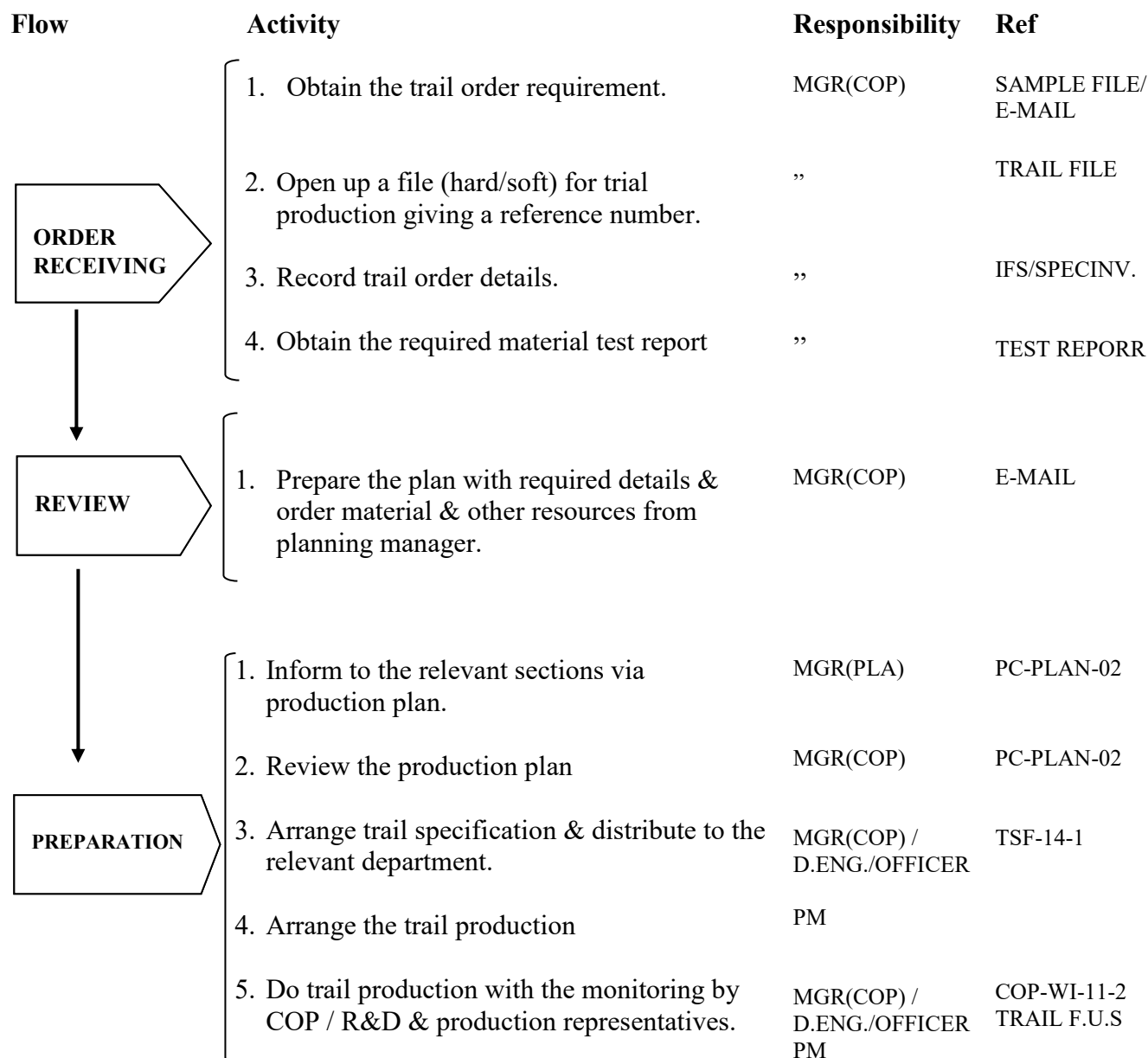
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Flow	Activity	Responsibility	Ref
<div>TESTING &amp; RECORDING</div> <div>↓</div> <div>REPORTING</div>	1. Grade according to the customer requirements / company standard.	MGR(GRA.)	IT-BC-REP-01
	2. Send sample tyres to lab required test and get the reports if necessary.	MGR(COP)	IT-REC-01 SRI/FTR/16-01 /CRM/RTR/01
	3. Record sample production details in relevant file.	MGR(COP) / D.ENG./OFFICER /PM	SAMPLE FILE / SP.DATA BASE / E-MALE
	1. Report results to relevant sections.	MGR(COP) / D.ENG./OFFICER	SAMPLE F.U.S / TEST REPORTS
	2. If the sample production is successful, confirm the samples for customer or trail production	MGR(COP) / D.ENG./OFFICER/ PM	SAMPLE FILE SP-FORM-02
	3. If the sample production is not successful, re schedule the sample production with planning department & adapt same process steps above.	MGR(COP) / MGR (PLA)	SAMPLE FILE SP-FORM-02 E-MAIL

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## B) Procedure for Trail Production



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Flow	Activity	Responsibility	Ref
<div>TESTING &amp; RECORDING</div> <div>↓</div> <div>REPORTING</div>	1. Grade according to the customer requirements / company standard.	MGR(GRA)	IT-BC-REP-01
	2. Send sample tyres to lab for required tests and get the reports if necessary.	MGR(COP)	IT-REC-01 SRI/FTR/16-01 /CRM/RTR-01
	3. Record trail production details in relevant file.	MGR(COP) D.ENG./OFFICER PM	TRAIL FILE
	1. Report results to relevant sections.	MGR(COP) D.ENG./OFFICER	TRIAL F.U.S/ TSF-14-1
	2. If the trail production is successful, confirm the trail for pilot production.	MGR(COP) D.ENG./OFFICER PM	TRIAL FILE
	3. If the trail is not successful, re schedule the trail run with planning department & adapt same process steps above.	MGR(COP) MGR(PLA)	E-MAIL

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### E) Procedure for pilot productions

Flow	Activity	Responsibility	Ref
<div>ORDER RECEIVING</div>	1. Obtain the pilot order requirement.	MGR(COP)	TRAIL FILE
	2. Open up a file (hard/soft) for pilot production giving a reference number.	„	PILOT FILE
	3. Record pilot order details.	„	IFS/SPEC.INV
	4. Obtain the required material test reports.	„	TEST REPORTS
<div>TESTING &amp; RECORDING</div>	1. Prepare the plan with required details & order material & other resources from planning manager	MGR(COP)	E-MAIL
	1. Inform to the relevant sections via production plan.	MGR(PLA)	PC-PLAN-02
<div>PREPARATION</div>	2. Review the production plan	MGR(COP)	„
	3. Arrange pilot specification & distribute to the relevant department.	MGR(COP) D.ENG./OFFICER	TSF-14-1
	4. Arrange the pilot production.	PM	
	5. Do pilot production with the monitoring by COP and production representatives.	MGR(COP)/ PM	COP-WI-12 PILOT F.U.S

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Flow	Activity	Responsibility	Ref
<div>TESTING &amp; RECORDING</div> <div>↓</div> <div>REPORTING</div>	1. Grade according to the customer requirements/ company standard.	MGR(GRA)	IT-BC-REP-01
	2. Send sample tyres to lab for physical & performance tests and get the reports.	MGR(COP)	IT-REC-01 SRI/FTR/16-01 /CRM/RTR-01
	3. Record pilot production details in relevant file.	MGR(COP)	PILOT FILE
	1. Report results to relevant sections.	MGR(COP)	PILOT F.U.S /TSF-14-1
	2. If the pilot production is successful confirm the pilot for commercial production.	MGR(COP) PM	PILOT FILE
	3. If the pilot production is not successful, Re-schedule the pilot run with planning dept & same process steps above	MGR(COP)/ MGR(PLA)	E-MAIL

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