Rule	Part Master Control	ISD-QA-040	Date:- 03.03.2018	
			Issue - 01	Rev.- 02

1. Purpose

The purpose of this document is to maintain the accuracy of the part masters by establishing the basic rules for the registration, display, periodic inspection (calibration) & maintenance management of the part masters .

2. Scope of application

The parts which are manufactured in-house for the purpose of comparison and getting used as a zero masters all such parts shall be applicable for this.
Type of master- Dimension related- registered by Quality (Std. Room/ Metal Lab)
Poka- Yoke Master - Registered by QA (Std Room / Metal lab)
Visual master- Registered by Production as a limit sample and approved by Quality

3. Registration

Each section who want to make part master , ***fill part master registeration form and take approval. (ISF-QA-077)*** Initiator will provide part master

to standard accuracy room for inspection (calibration). Based on verification data Standard room person will provide unique identification

no. on part master with white color coding. Unique identification number shall be controlled by Gauge control system.

1. For OK Master - Follow the unique identification numbering System as explained below

Exp : **OKMGPDSTAR-XX** Where OKM = OK Master , GPD =Part Name , STAR=Model , XX= Serial Number

M -Part Name -Model - Master idetify by White color , Where , M- Master

2. For NG Master -Follow the unique identification numbering System as explained below and Identify by RED color

Exp : **NGMGPDSTAR-XX** Where NGM = Not Good Master , GPD =Part Name , STAR=Model , XX= Serial Number

4. Registration No.

Standard room (Calibration) person shall give the unique identification as per GCS Sequence (Gauge Track software)

5. Display

The display shall be done by punching or engraving by vibration pen on Master, however the tepra display on part master is also acceptable.

Registration number shall be displayed on the Master. For identification purpose, identification shall be done by white or Red color coding paint.

6. Periodic inspection

Expiration date shall be as per calibration frequency fixed for each part based on wear pattern trend and the expiration date shall be grasped by GCS /Gauge Tracking softwere(History record)

Standard room person collect part master from concern section for calibration 2 days or before the expiration date

After completing calibration, standard room person will enter the inspection data in GCS /Gauge Tracking softwere(History record)

Before entering in long-term holiday the line leader shall take the necessary action for prevent the part masters from rust, dropped down and any damage.

7. Inspection results & Master`s treatment method if NG

If the part master found NG during calibration, standard room person scrap it and new master to be made accordingly

8. Decision of obsolete

Decision of obsolete of this document shall be decided by the HOD after having the internal discussion with the concern departments.

Note : How to prepare the Part/Product master and to set the calibration frequency or Expirary date refer the Flow - Part master Prepration /Flow - Part master Calibration Annexture A

Revision history

Revision No.	Date	Reason for Revision
00	30.06.2016	New release
01	08.05.2017	Product master registeration form is added (in 3.registeration)
02	03.03.2018	Unique identification number point added & Flow Master Updated How to set the calibration frequency for part master in Annexure

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