
	STANDARD PROCEDURE 			Procedure for POKAYOKE
Procedure No.	Issue	Rev.	Date	
ISP-QA-014	02	01	28 Oct 2017	

1.0 PURPOSE: To establish a procedure for Mistake proofing (POKA YOKE)

2.0 SCOPE: Applicable for Mistake proofing (POKA YOKE)

3.0 RESPONSIBILITY: Multi-Disciplinary Team (MDT) /QA-HEAD

4.0 PROCEDURE - DETAILS:

4.1 Review all the machine shop processes including Maintenance & assembly etc. identify the possible human errors in each step of process. Also take internal as well as external customer feedback as input.

4.2 Generate / list out an improvement idea which will eliminate the human error.

4.3 Plan and implement the improvement idea for each possibility of human error and verify the effectiveness by observing few cycles.

4.4 Train the employees on implemented POKA YOKE.

4.5 Record it POKA YOKE format & publish it near machine.

4.6 Include the established POKA YOKES in the check list for regular monitoring & ensuring sustenance.

4.7 Simulate the poka yoke as per master sample /parts if applicable.

4.8 If Poka yoke is not working properly or under B/d inform to the concerned for rectification and get it corrected till then verify the process parts with equivalent method or else confirm for that particular parameters by first principle method as applicable and also take temporary deviation approval from HOD QA

4.9 After restoring or correction of Poka yoke, take approval from QA for further processes

4.10 Calibrate the Poka yoke master's as per defined frequency based on usage or wear pattern and get it approved from HOD QA & Check the effectiveness & verification of POKAYOKE every day & record in the check sheet

1.0 DOCUMENT / RECORD REFERENCE:

Sr. No	Document / Record Description	Reference: No.
01	Format for POKAYOKE VERIFICATION	
02	Point 4.8 elaborated after Poka yoke correction & 4.10 point added Poka Yoke Masters frequency to be set based on usage or wear pattern.	

REVISION DETAILS:

Sr. No.	Issue No.	Issue Date	Rev No.	Rev. Date	Revision Details	Page No.
1.	02	08.05.17	01	28.10.2017	- New Release	All

Prepared By	Reviewed By	Approved By
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