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| Instruction:  **QP-108** | Pages: **2** |
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| Authorized By: **Chief Engineer** | |

**TOOLING DESIGN**

1. Purpose and Scope

**PURPOSE**

To define an established system for the tooling design process and outline the unique requirements for tooling design to meet customer requirements.

**SCOPE**

This procedure applies to all tooling for which E.C. Styberg Engineering Co. assumes design responsibility.

1. Definitions

S**pecial Characteristics:** A product or process element that is essential to customer

satisfaction and requires manufacturing control.

1. Process Owner

Chief Engineer

Process Designees: Project Engineer

**4. Procedures**

**4.1 Project Engineer**

**Develop Design Scope of Work**

The Engineer assigned to the Project develops a Design Scope of Work for each new tooling design, defines the activities and assigns responsibility for them.

**Coordinate Design Input**

The Engineer coordinates involvement of all appropriate personnel from sales, manufacturing, quality, and other functions through design reviews and other meetings.

**Obtains Customer Approval of Plan**

When customer personnel are involved in the design process, the Project Engineer obtains customer approval of the Design Scope of Work to ensure that the product will meet the customer's cost, performance, quality, reliability and safety, requirements.

**Produces Design Documents**

The Project Engineer verifies that the design meets all requirements by producing design documents which identify key design features and specify the criteria for acceptance.

**Reviews Design Documents for Release**

To ensure completeness and accuracy, the Project Engineer reviews all design documents before release to customers or suppliers.

**4.2 Chief Engineer**

**Review Design Requirements**

The Chief Engineer reviews the design requirements in the Scope of Work for completeness and consistency, identifying any special characteristics and requesting clarification or resolving conflicts as needed.

**Assigns Design Tasks**

The Chief Engineer makes assignments to the appropriate personnel, ensuring that they have the necessary resources, including customer-mandated design and engineering systems, to complete them and documents assignments and schedules on the Design Plan.

**5 References**

**5.1 Related Procedure**

Advanced Product Quality Planning QP-106

**5.2 Reference Documents**

**None:** No documents were referenced by this procedure

**6. Records**

**None**

**7. Governing Policies**

Design Control

**8. Revisions of QP-107**