**WORK INSTRUCTION FOR - SPOT WELDING**

1. **OBSERVE ALL NECESSARY PRECAUTIONS WHILE WORKING.**
2. **ENSURE THAT M/C IS CLEAN & IN WORKING CONDITION**
3. **DAILY CLEAN AND OIL THE M/C WHEREVER NECESSARY.**
4. **SELECT & LOAD THE MATERIAL AS PER THE PRODUCTION PLAN , THE STANDARDS & DRAWING SUPPLIED BY THE CUSTOMER.**
5. **SET THE M/C AS PER THE DRAWING SUPPLIED BY THE CUSTOMER BY THE QUALIFIED / EXPERIENCED PERSONNEL.**
6. **RUN THE M/C AND DO THE SPOT WELDING OPERATION ON TWO PIECES OF SAME METALS.**
7. **TAKE OUT THE PIECE AND TRY TO SEPARATE THE PIECES BY HANDS OR BY HOLDING ON A VICE. IF IT IS NOT TEARED OFF ON THE SPOT WHERE THE WELING IS DONE THEN THE SETTINGS OF M/C IS O.K. OTHER WISE CHANGE THE SETTINGS AND DO THE SAME EXPERIMENT UNTILL YOU GET THE REQUIRED SETTINGS SO THAT WELDING IS MAKING THE BOND CORRECTLY.**
8. **IF FOUND CORRECT LEAVE THE M/C FOR THE PRODUCTION LINE.**

**WORK INSTRUCTION FOR - Bending Machine**

1. **SELECT CORRECT BENDING TOOL AS PER REQUIREMENT OF PRODUCTION PLAN & PROCESS SHEET.**
2. **SET THE LENGTH STOPPER AND BENDING ANGLE USING MASTER SAMPLES FOR BENDING USE LEVER LOCK NUT & LEVER MOVEMENT FOR FINER CORRECTION OF BENDING ANGLE.**
3. **COMPARE THE FIRST PIECE WITH MASTER SAMPLE CHECK AS PER CONTROL PLAN.**
4. **IF OK START THE PRODUCTION LOT OTHERWISE MAKE FINE ADJUSTMENTS THROUGH STEP 1&2.**
5. **KEEP BENDING FIXTURE ALWAYS CLEAN.**
6. **IF ANY PROBLEM CONTACT TO SUPERVISOR**

**WORK INSTRUCTION FOR - CO2 Welding**

1. **BEFORE WELDING TO CLEAN THE WELDING TABLE.**
2. **KEEP THE WELDING FIXTURE, TIP, NOZZLE & HOLDER CLEAN.**
3. **REMOVE THE SPATTER DIPOSITED ON FIXTURES.**
4. **CLEAN THE MACHINE BEFORE & AFTER USE**
5. **FIT THE WIRE SPOOL PRORERLY.**
6. **ADJUST THE WIRE FEEDER**
7. **SET THE CURRENT & VOLTAGE AS PER PROCESS SHEET.**
8. **CHECK THERE IS PROPER GAP BETWEEN TWO JOINTS.**
9. **ENSURE SMOOTH WELDING RUN AS PER SIZE SPECIFIED IN PROCCESS SHEET.**
10. **GET YOUR JOBS CHECKED IN QUALITY ROUND OF INSPECTOR.**
11. **ALWAYS USE THE HELMETS & GOGGLES FOR PERSONNAL SAFETY**

**WORK INSTRUCTION FOR - Material handling & Identification**

1. **Always use trolley for material Handling. If by hand, use hand gloves.**
2. **Ensure that the trolley or Pallet truck used for handling of components is not damaging the Part.**
3. **Ensure about the correct size of the pallets used for parts storage.**
4. **Ensure that all the Materials are kept in proper Storage Area with proper Tags.**
5. **Ensure that all Finished components are stored well to avoid rust / Damage/ Deformation.**
6. **Ensure that the Finished components are stacked in appropriate height with identification tag.**

**WORK INSTRUCTION FOR - Vernier Caliper**

1. Clean the instrument prior to use. Ensure that the instrument is within the calibration period.
2. Use Outside measurement scale, Use Inside measurement scale
3. Keep the instrument clean
4. Never use sharp edges of measuring jaws as marker.
5. Read the Vernier reading up to second digit.
6. For any problem, contact to Manager Q. A.