

Procedural Information Editing & Document Design

Client: Kaiser Aluminum

Worked in a team to provide client with an optimal solution through revised documents intended to replace ineffective and unsafe references. Our goal was to create an accessible document and demonstrate its ability to be understood by all levels.

Constraints:

- Follow the standards of precise sequences (Tasks, Steps, Actions)
- Provide proper emphasis of safety (Hazards, Warnings, Notes)
- Create a Style Guide outlining how to achieve consistent documentation

Contributions:

- Editor for Job Plan
- Created Style Guide regarding document usability expectations, formatting procedures, and language control
- Assisted in providing an executed Job Plan for Kaiser's 132" Mill Work Roll based on our recommendations

Software Used

MS Office: Excel, Word
Adobe Creative Suite: InDesign

Skills Used

Usability testing
Technical editing
Visual design



Before

Job Plan: M06065_S1 **Job Plan Status:** ACTIVE
Description: 132 Mill 504 HOUR Sequence PM Work Roll Change
Assigned To:
Lead Craft: WR **Downtime Required:** Y **WorkOrder Priority:** 6
Interruptible: N
Estimated Duration: 8 Hours

Job Plan Steps: 16

- 1 THIS JOB PLAN COVERS THE FOLLOWING:
132" MILL WORK ROLL CHANGE - 504 HOURS
- 3 Parts:
a) 132 MILL WORK ROLLS. Safety note for materials: The bottom back up roll jacks and work roll jacks now have different fitting that are not interchangeable. The stores #s for these fittings are listed below. Do not change from one type for the other. Gauge Block stores # 71301133 Bottom Back up jack Quick disconnect fittings: 20070110 COUPLING-HOSE FITTING .500 NPTF - HANSEN SERIES SOCKET #4-H26 - 4-HK (H4-62) 20070111 COUPLING-HOSE FITTING .500 NPTF - HANSEN SERIES PLUG #4-K26 - 4-HK (H4-63) Work roll jack Quick disconnect fitting, male and female couplings: CATALOG-ID.: 20-06-0108 TYPE.: A STORES ITEM COUPLING-HANSEN STYLE .500 FEMALE - STAINLESS ** STEEL PARKER #SST-4 QUICK COUPLER
- 4 Special Tools
a) ROLL TRANSFER CAR. b) FORK TRUCK AND FLAT BED TRUCK. c) 132 ROLL CHANGE CABLES. d) FLOOR PLATE HOOKS. e) OVERHEAD CRANE.
- 5 Initial Conditions:
CHECK THE ROLL BALANCE JACKS FOR LEAKS BEFORE LOCKING THE MILL OUT FOR THE ROLL CHANGE. REPORT ANY LEAKS TO YOUR SUPERVISOR SO HE CAN SCHEDULE REPAIRS BEFORE THE NEXT USE.
- 7 SPECIAL PRECAUTIONS/LOCKOUT
PERFORM LOCKOUT FOR 132" MILL ROLL CHANGE PER LOG
132 MILL EDGER HYDRAULICS - PRESSURE & RETURN LINES
a) Eye protection. b) Hearing protection. c) Safety shoes. 2. Hazard information: N/A 4. Confined space: a) Follow the KACC Confined Space Entry Permit before entering a confined space. No JSP available for Working around the mill pits when the floor plates are removed is c Elevated Work a) A Fall Protection Plan must be filled out prior to start protection equipment is required. Inspect equipment prior to each use. Mill Roll Changes JSP 432.13 Roll Hauling With Overhead Crane a Reversing Mill Limit Switches JSP 601.1 Operation of overhead crane 601.12 Mobile equipment operation. JSP 601.18 Working on Hydraulic
9 Documents:
REVIEW THE FOLLOWING JSP'S BEFORE STARTING WORK: 432.10 REVERSING MILL ROLL CHANGE
10 *****504 HOUR 132" MILL WORK ROLL CHANGE*****
15 SET UP MILL (WR & EM)

4/1/13 8:55 AM

Job Plan Form

Employee name/number:

Date:

Time:

Job Description

Provide a brief description of the work being done:

132 mill work rolls

Parts and Materials

List all known parts and materials needed to complete work:

Name of part or material:	Part and/or stores number:	Safety notes:
132 mill work rolls		
gauge block	stores #71301133	
bottom backup jack quick disconnect fittings	20070110	
coupling-hose fitting .500 nptf-hansen series socket	#4-kh26- 4-hk (h4-62) 20070111	
coupling-hose fitting .500 nptf-hansen series plug	#4-k26- 4-hk (h4-63)	
work roll jack quick disconnect fitting, male and female couplings	catalog-id: 20-06-0108	

Special Tools

List the names of all known special tools required to complete work:

roll transfer car	ford truck and flat bed	
floor plate hooks	overhead crane	132 roll change cables

Initial Conditions

Describe any conditions that must be met prior to beginning work:

check the roll balance jacks for leaks before locking the mill out for the roll change.
report any leaks to your supervisor so he can schedule repairs before the next use.

After