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| **TITLE: Fin mill Data Entry Program (Database)** | **CUSTOMER: N/A** | **APPLICABLE P/N: All** |

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| Approvals | Originator | Department | | Quality  Eng.  NR | | Mfg.  Other  NR | | Revision | Reviser | Date | Description of Change |
| Department | MCAC | Quality | | Production | | Production | | 0 |  |  | Initial release |
| Name | **Vincent Van Egmond / Sunny Patel** | **Boris Sukovski** | | **Bhavesh Jadav** | | **AC George** | |  |  |  |  |
| Signature |  |  | 2019 |  | 2019 |  | 2019 |  |  |  |  |
|  | Written [Originator] | Approval [Dept Head. /Designate] | | Approval [Dept Head. /Designate] | | Approval [Dept Head. /Designate] | |  |  |  |  |

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| **1.0 Purpose:** | **2.0 Scope:** |
| To define the working and data entry process of EMC and IA Fin mill Database | This document covers and details the working and data entering procedure for EMC Fin mill Database |
| **3.0 Responsibility/Authority** | **4.0 Documentation/Training Material** |
| It is the responsibility of the operator to understand the functions defined in this procedure.  Any abnormal conditions should be reported to the lead hand/supervisor | 1. Training Matrix, 2- Training sign off sheet |

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| **Hazards: N/A** | **Personal Protective Equipment (PPE):** Safety goggles - Nitrile/Rubber Gloves - Lab Coat /coveralls - respirator Steel-toed non-slip safety shoes  **- Safety - Housekeeping - Quality** |

**Instructions** Legend:

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| **General Steps** | **Key Instructions** | **Reasons** | **Photos / Reference** |
| 1. Loading the application | * To load the “EMC Fin mill Database Program”, double click on the icon, as shown in picture 1, on the desktop. * Allow the application to load. It should take about 5 to 10 seconds. Once done, the screen should look like picture 2 |  | A screenshot of a green screen  Description automatically generated with low confidenceA picture containing graphical user interface  Description automatically generated  **Picture 1**  **Picture 2** |
| B) Adding a “SETUP CHECK / LOG” | To add an entry for “SETUP CHECK”, follow the steps below:   1. Referring to picture 2, click/ tap “Setup Check” option (circled in red) 2. Once selected, it would be directed to another screen as shown in picture 3 3. Now, select the “Condenser P/N” for which fins are been produced. It is a dropdown menu. Once selected, Condenser Name, Fin’s P/N, Height, Density, and Length would appear automatically. See picture 4 and 5. 4. Fill out all the marked areas in picture 5 after that, i.e., Fin stock Coil# (alphanumeric); Operator ID#, Fins scrapped, and measurements (numeric); Density and Length (check one).   **DO NOT PRESS ENTER WHEN SWITCHING BETWEEN ENTRIES**  If any one entry is missing, a dialog box, picture 6, would appear asking user to enter all the entries.  **“Comments” are optional**   1. Once done, click/tap “Check” option. The program would check each entry. If it matches the requirement, a “Submit” button would appear (Picture 7). This would allow user to store the entry to file. 2. Press “Submit”, and it would return to main screen (picture 2) | Add a “SETUP CHECK” entry every time after:   1. Changeovers, 2. Coil change, 3. Parameters adjustment on Fin mill, i.e., height, length, and/or density 4. Returning from break and, 5. Shift change.   **It should not be limited to above mentioned scenarios.** | **A screenshot of a phone  Description automatically generated with low confidence**Graphical user interface  Description automatically generated with medium confidence  **Graphical user interface  Description automatically generated** **Picture 3 Picture 4**  Graphical user interface, application  Description automatically generated **Picture 5**  Shape  Description automatically generated **Picture 6**  **Picture 7** |
| 1. Adding a “QUALITY CHECK / LOG” | To add an entry for “SETUP CHECK”, follow the steps below:   1. Referring to picture 2, click/ tap “Setup Check” option (circled in blue) 2. Once selected, it would be directed to another screen as shown in picture 8   Here, all the entries, i.e., Condenser Name, Condenser P/N, Fin P/N, Fin stock coil #, height, density and length would appear based on last setup.  **If it is not correct, the user must perform setup first before adding quality log**   1. Now, fill out each entry that has been circled in picture 8.   If one or more entries are missing, a dialog box would appear asking user to complete all the required entries (picture 6)  If one or more entries are different from required parameters, another dialog box would populate asking user to recheck their entries (picture 9)   1. If the program does not raise any exception, a “Submit” button would appear 2. Press “Submit” to return to main screen (picture 2) | The quality check should be performed every time after:   1. 100 fins are produced 2. New bin 3. Any unusual pause of machine   **It should not be limited to above mentioned scenarios.** | Graphical user interface  Description automatically generated  **Picture 8**  Graphical user interface, application  Description automatically generated  **Picture 9** |
| 1. Generating Graphs | To generate graphs,   1. Select “Graphs” option from main screen (Picture 2, yellow circle) 2. A dialog box would appear displaying last 10 entries (both setup and quality checks).   See picture 10.   1. To close the screen, press “x” on top right side of dialog box | This option should be used on regular basis to check previous results for current running part only. | Chart, scatter chart  Description automatically generated  **Picture 10** |