

Quality Work Instruction

Title: WI-EN-0001 Sublet Print Revision Control

PURPOSE:

- 1.1 To ensure sublet vendors manufacture to the current revision level.
- 1.2 To ensure sublet vendors understand documents provided sent with each purchase order.

2.0 SCOPE:

- 2.1 Applies to parts sent to outside sublets with print specifications or requirements for Herker Industries, Engineered Assemblies and Engineered Medical Technologies.

3.0 DEFINITIONS:

- 3.1 **Major Rev Level:** This is the revision level specified by Herker's customer.
- 3.2 **Minor Rev Level:** This is Herker's process print revision level. This allows Herker to change their manufacturing process to obtain the customer's requirements per the customer's revision level.

4.0 PROCEDURE:

- 4.1 **Vendor** Verifies the PO# specified on Herker's print matches with the actual Purchase Order to ensure that the Vendor is manufacturing to the correct print. The PO# will be specified on the print header or with a "Controlled Red" stamp.
- 4.2 **Vendor** Compares their records to Herker's major revision level and Herker's "Minor Revision Level" to determine if the requirements have changed from previous orders.

5.0 REFERENCES:

6.0 ATTACHMENTS:

- 6.1 Title Block
- 6.2 Print with Alternate "Controlled Red" Stamp
- 6.3 Alternate "Controlled Red" Stamp


POSITION	SIGNATURE	APPROVAL DATE
Engineering Manager	Scott Rachwal	3/13/18
Production Control Manager	Tom Ellis	3/13/18
Description of Change		Effective Date
Review and approved to new PDM system. Updated examples of title block to match current format. Update website with new revision of instruction.		3/15/18

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ATTACHMENT 6.1 Title Block

“Major Rev.” is Herker’s Customer Revision level.

INITIAL RELEASE		0	3/8/2018		MAJOR REV
CHANGE DESCRIPTION:		MINOR CHANGE DATE			A
PROPRIETARY AND CONFIDENTIAL: THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF HERKER INDUSTRIES. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF HERKER INDUSTRIES IS PROHIBITED.	DIMENSIONS ARE IN INCHES ALL CORNERS 0.15 MAX BRK NO BURRS ALLOWED TOLERANCES: FRACTIONAL: ±.015 ANGULAR: ±1° .XX ±.010 .XXX ±.005 DIMS TO BE WITHIN .010 T.I.R. 150 MAX SURFACE FINISH	NAME	DATE	DWG #: 12345	MINOR REV
		DRAWN	BDK	3/8/2018	DESCRIPTION: PART
		CHECKED	RRJ	03/09/2018	OF #
		APPROVED	DJC	03/09/2018	30
		MATERIAL	ST1045FXRD006250CF		0
JOB # 012345 -- PO #		-- 03 09, 2018		SCALE: 2:1	WEIGHT (LBS) 0.17
				<C>= CUSTOMER KEY CHARACTERISTIC <H>= HERKER KEY CHARACTERISTIC	SHEET 1 OF 1

Print is valid only for specified PO #.

“Minor Rev” is Herker Process Print Revision level.

ATTACHMENT 6.2 Print with Alternate “Controlled Red” Stamp

OUTSIDE OPERATION
CONTROLLED RED

MAR 12 2018

INT. _____ JOB _____

PO # _____

INITIAL RELEASE		0	3/8/2018		MAJOR REV
CHANGE DESCRIPTION:		MINOR CHANGE DATE			A
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