

First Shot Submission Approval by QC and Production Retains

80.7626QA Lynne Hahn
Latest Revision 06 5/17/2024

Purpose: To provide an approved first shot standard for starting up; sampling, assembly, and production runs (including re-start at the discretion of the Quality Department). Quality will approve/reject product of submission within a timely manner.

Scope: All molded only parts, engineering samples and assemblies must be submitted during start up in a production run (including re-start at the discretion of the Quality Department) or an assembly process.

1. During Start-up, it is the responsibility of the Quality Department to provide first-shot approved part(s) / assembly from a previous run for a standard reference to use during start-up.
2. If a previous first shot is not available or new to production, the Mold Technician and Quality Technician will verify that all the details specified in the BOM, Manufacturing Manual, Work Order, and Control Plan agree with one another then the First Shot from the current production run or assembly process can be used as the standard.
3. The Mold Technician and Mold Setters shall perform a water check on the mold.
4. After the check is complete, both technicians shall place their initials on the back of the Blue Accepted Tag verifying the check was done per *80.7624PROD*. The water check is performed by the Mold Setter demonstrating to the Mold Tech that the water lines are connected correctly and turned on.
5. Once the part is processed or assembled to the standard or better than the first shot from previous run, the technician / assembly operator will submit the new first shot to Quality for approval.
6. Re-Start first shot submission on a production run do not require a Blue Accepted Tag.
7. Quality will inspect the first shot per the Control Plan.
8. Quality will verify that the technician has recorded the required data on the back of the Blue Accepted Tag per *80.7624PROD*. Only exception is the Assembly parts will not have this information.
9. First Shot approved part(s) / assembly will be tagged with the following information and used as a new visual standard:
 - a. Customer Name
 - b. Work Order Number
 - c. Date job started
 - d. Number of Cavities
 - e. Material
 - f. 1st Shot
 - g. Customer Part Number
 - h. Metro's Mold Number
 - i. Part Name
 - j. Quality and Technician's initials
 - k. Press Number

Policy	Procedure	WI	Form	Retention
8	8.5	80.7626QA		

First Shot Submission Approval by QC and Production Retains

10. Upon approval, the Quality Technician will return the part(s) / assembly with the attached Blue Accepted Tag to the proper work center area along with all necessary labels.
11. Should the part(s) / assembly fail to pass inspection, immediately notify the appropriate production personnel for corrections and re-submittal.
12. Previous retains will be destroyed or returned to finished goods once they are replaced with the latest approved first shot.
13. When running multiple colors of the same part, it is not necessary to retain a first shot of each color.
14. When running multiple work orders of the same part, new first shot submissions are not necessary.

Boundary Standards:

1. The Production Department may from time to time find it necessary to establish a visual boundary standard as to what is an acceptable part. The request may be made by anyone on the production floor through the shift supervisor.
2. The supervisor shall notify Quality Personnel of the request.
3. The request should identify the area on the part that is in question by marking the part or by labeling a tag with the defect, date, and Quality Technician's initials. It may be necessary to use photos instead of the actual parts.
4. Standards are kept for the life of the program. Quality is responsible for the maintenance and storage of all boundary samples.

References

Work Instructions

80.7624PROD First Shot Submissions and Approval

Miscellaneous Items

Blue Accepted Tag

Policy	Procedure	WI	Form	Retention
8	8.5	80.7626QA		