Millennium University

Control Room

User Manual



Small Press
Mat Pulling
Crumb Drum
Extruder
Wonderware
Perforating
Chromojets

Big Press
Molds
Platens
Conveyor
Stacker
Hot Press
Base Sheet

millennium infologic

CONTROL ROOM

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About Millennium Infologic

Millennium Infologic (MIL) is a IT solutions and IT enabled services firm based in Cochin Infopark, Kerala, India. We concentrate on customer oriented services in diverse fields which include Order Processing, Graphics, Market Research, Remote desktop management, Remote control room monitoring, Software Development and Web , and Accounts

About our parent company, Millennium Mats

Since opening production in August 1999, Millennium Mat Company/Guardian Floor Protection has grown to become one of the largest mat manufacturing operations in the world.

Millennium Mats have been able to continually invest in innovative technology and manufacturing methods that create quality products with cost effective floor protection solutions. In our world-class, 2,50,000 sqaure foot manufacturing facility, along with our research and development team, we have been able to develop many new products while enhancing our purchasing portals, streamlining our order automation, and reducing product costs. This was possible all from the feedback of our valued customers.

Millennium's most important goal is one that is ongoing:To understand the ever-growing needs of our customers.Millennium strives to constantly improve our prodcuts,systems and services to meet the challenges of working with the world's finest companies.

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Foreword

To

The Control Room Team,
Millennium Infologic.

We, The Millennium University, are pleased to launch a Control Room Manual at Millennium Infologic, which would serve as a ready reckoner for all the control room activities.

The Control Room Manual incorporates the procedures which are required on a regular basis to process the tasks and to handle the partner queries better. It is also intended to provide guidelines to develop and maintain a supportive environment for your team.

This is our first endeavor and we would look forward to your feedback to further fine tune the Manual.

Wish you the very best…

Deepak E.V.

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Summary

The Control Room operators monitor production operations on all equipment in the plant. They identify machine slow down events and notify the appropriate supervisor or lead of the occurrence. They also identify properly record events that cause slow down or down time. After that, they analyze and report the data to the management staff.

The Team Identifies process and procedure variances and improvements. And, Properly record the variances and report to the management staff. They identify quality and potential quality issues that can be seen from the control room. Like for other errors, they properly record the issues and report to the management staff.

The Control Room Team identifies variations of machine settings and assist maintenance in rapid troubleshooting of problems using Allen-Bradley Logix 500 and Wonderware screens and cameras. They also assist management on projects and reporting as requested.

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*This User Manual is prepared based on the procedures followed till date. These procedures are subjected to change according to the changes in the nature of task and when a new task is added or removed.

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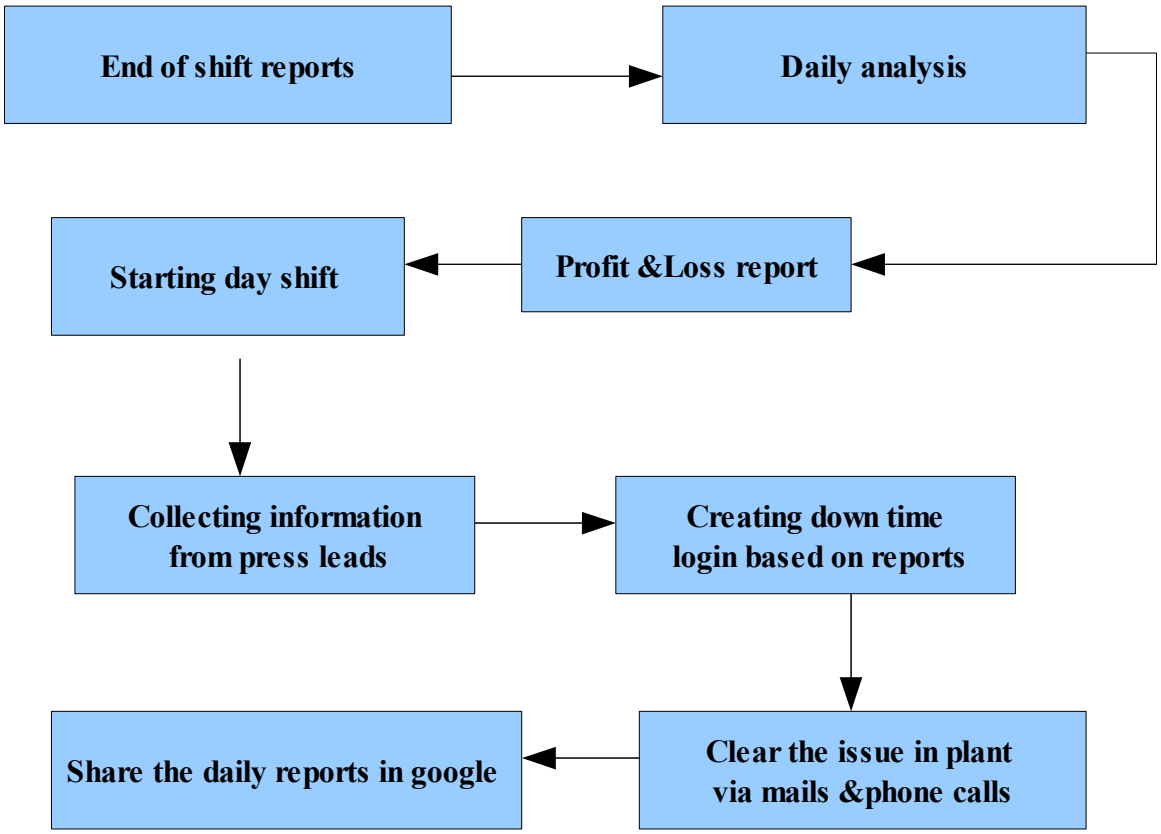
CHAPTER 1 : CONTROL ROOM

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1.1 What is Control Room Monitoring?

The Control Room operators monitor production operations on all equipment in the plant. They identify machine slow down events and notify the appropriate supervisor or lead of the occurrence, identify properly record events that cause slow down or down time, identifies process and procedure variances and improvements, properly record the variances and report to the management staff, identify quality and potential quality issues, identifies variations of machine settings and assist maintenance in rapid troubleshooting of problem.

1.2 Work Flow Diagram



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CHAPTER 2 : USER MANUAL - INSTRUCTIONS

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2.1

Task: **CJ Transaction and CJ Schedule Updation**

Part 1: CJ Schedule Updation

Step 1: Upon Receiving EOS and Schedule list from Janice, Kevin for 1st and 2nd shift

Step 2: Open "Chromojet EOS.xls" and "CJET_Shift_Schedule".xls

Step 3: First open "Chromojet EOS.xls" and go to column with header "Schedules"

on screen: "Chromojet EOS.xls"

Step 4: Copy a list of data in "CJET A", "CJET B" and "CJET C" under "Schedules"

Step 5: Copy all the data in the CJET A and go and paste it in "CJET_Shift_Schedule".xls tab A

Step 6: Add 2 columns "Shift 1" and "Remarks" under the already printed schedules

on screen: "CJET_Shift_Schedule".xls

Step 7: Paste the copied values under "Shift 1"

Step 8: Repeat the same for CJET B and CJET C

Step 9: Now, Cross check whether the copied values are already there in the earlier listed already printed schedules using "Control F"

Step 10: If the values are already in the already printed list, the, go to that value in the printed list and color it [Red Color and Blue Background]

Step 11: And, Remove that value from the copied list

Step 12: While cross checking, If the copied value is not there in the printed list, then add a comment "NOT FOUND" in the remarks column

Step 13: Repeat the same for CJET B and CJET C

Step 14: Do the steps from **Step 1** to **Step 13** for 2nd shift as well

Step 15: Now, open CJET A in "Chromojet EOS.xls" and copy all the values which has "NOT FOUND" in the remarks column and paste it in a new spreadhseet to send to

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Janice, Jim, Kevan etc

Step 16: Repeat the same for CJET B and CJET C

Part 2: CJ Transaction

Step 1: Open "Chromojet EOS.xls" and "cj_txn_date.xls"[template]

Step 2: Copy all the values under "Schedules" in CJET A , CJET B and CJET C tab in "Chromojet EOS.xls"

Step 3: Paste the copied values in "cj_txn_date.xls" under the respective schedules

Step 4: Log on to the Citrix and open the access file "Checkalltransaction.mdb"

on screen: Missing Macola Transaction

Step 5: Enter the Name and Schedule # [copy the schedule # from the cj_txn_date.xls]

Step 6: Click "Chromojet" button

on screen: rptmissingtrxCROM window

Note: The list displayed in the window will be empty if all transactions are closed

If not, there will be orders listed.

Step 7: Copy the "SFOrder" from the list

Step 8: Go to Macola>Shopfloor Control> View>Shop order status

on screen: Shop Order Status View

Step 9: Paste the "SFOrder" in "Starting shop order no." and "ending shop order no."

Step 10: Press Tab until results get dispalyed

Step 11: Press Enter

on screen: "Shop order info"

Step 12: Click "Operation" button

on screen: Operation info

Note: In the window, you can see certain results displayed, which shows operation number [5,15,25,35 etc] and the status of each operation [started, closed etc]

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Note: **If the planned qty is not equal to actual qty, the transaction is Incomplete**

Step 13: Note down the operation numbers which are incomplete

Step 14: Note down the Status and SFOrder number

Step 15: Enter all the above details in corresponding columns[Remarks column] in the "cj_txn_date.xls".

Step 16: Repeat the same process from **Step 2** to **Step 15** for all Scheudle numbers in CJET A, CJET B and CJET C

Step 17: Do the steps for 2nd shift as well

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2.2

Task: **Fanmats Managers Routine**

Part 1: Transaction

Step 1: Log on to Citrix [mil06]

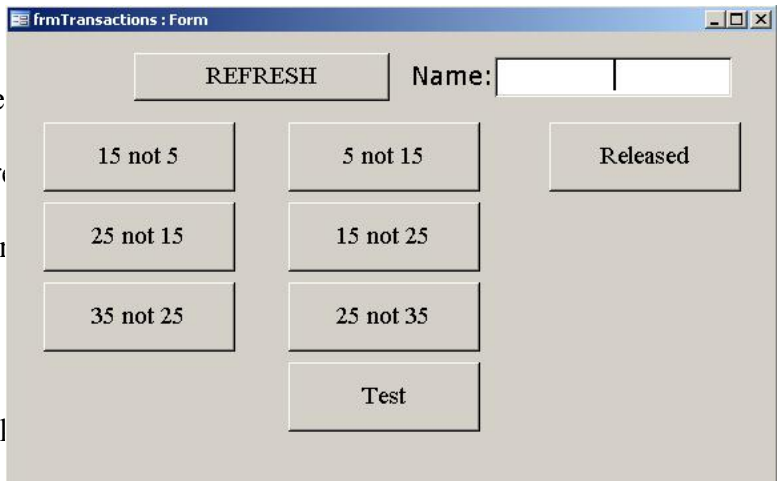
Step 2: Click on "Transaction" access file

on screen: Frm Transaction Table

Step 3: Ente

Step 4: Refr

Note: The pr



Step 5: Clicl

on screen: "15 not 5" Table

Step 6: If the table shows empty, that means there is no error and it shows desired output. You can move on with 25 not 15

If the table is not empty,

Step 7: It shows an error in the process.You have to export the table into a spreadsheet.

Step 8: Open the spreadsheet and make the alignment proper and make into a neat and presentable format

Step 9: Add 2 columns after column "routing". They are "Time passed from release date" and "Checking date" in column L and column M respectively

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ord_no	ord_dt	shipping_dt	cus_no	schedule	item_no	item_desc_1	item_desc_2	qty ordered	shoporder	routing	Time Passed After 25th Operation	Time Passed From Released Date	Time Passed From Shipping Date	Checking Date
02493447	3-Aug	16-Aug	FANMATS	15974a	10356	NHL Pittsburgh Penguins	Car Mats 2 Piece Front	1	00842256	CARMAT3	2	10	3 days remaining	13-Aug
02494126	5-Aug	18-Aug	FANMATS	16036a	5314	SOUTHERN UNIVERSITY	CARCARP	1	00844190	CARMAT3	2	8	5 days remaining	13-Aug
02493267	1-Aug	16-Aug	FANMATS	5653c	10986	GRAND VALLEY STATE UNIVERSITY	CARCARP	3	00841217	CARMAT3	2	12	3 days remaining	13-Aug
02493016	30-Jul	12-Aug	FANMATS	5651c	1396	ARIZONA STATE UNIVERSITY	COL FOOTBALL	3	00840890	MASCOT	2	14	1	13-Aug
02494459	9-Aug	23-Aug	FANMATS	16083a	88	MERCER UNIVERSITY	COL STARTER	5	00845277	MASCOT	2	4	10 days remaining	13-Aug
02494433	9-Aug	23-Aug	FANMATS	16083a	1299	EAST CAROLINA UNIVERSITY	COL STARTER	1	00845251	MASCOT	2	4	10 days remaining	13-Aug
02494478	9-Aug	23-Aug	FANMATS	16083a	4394	BOISE STATE UNIVERSITY	COL STARTER	6	00845295	MASCOT	2	4	10 days remaining	13-Aug
02493325	2-Aug	16-Aug	FANMATS	4266b	3409	MICHIGAN UNIVERSITY OF	COL STARTER	7	00841274	MASCOT	2	11	3 days remaining	13-Aug
02493315	2-Aug	16-Aug	FANMATS	4266b	4376	TENNESSEE UNIVERSITY OF	COL STARTER	6	00841264	MASCOT	2	11	3 days remaining	13-Aug
02494732	10-Aug	23-Aug	FANMATS	4278b	3409	MICHIGAN UNIVERSITY OF	COL STARTER	31	00846046	MASCOT	2	3	10 days remaining	13-Aug

Step 10: In column M, put the current date i.e the date when you check

Step 11: In column L, put a formula [Checking date – Order date] [column M- column B]

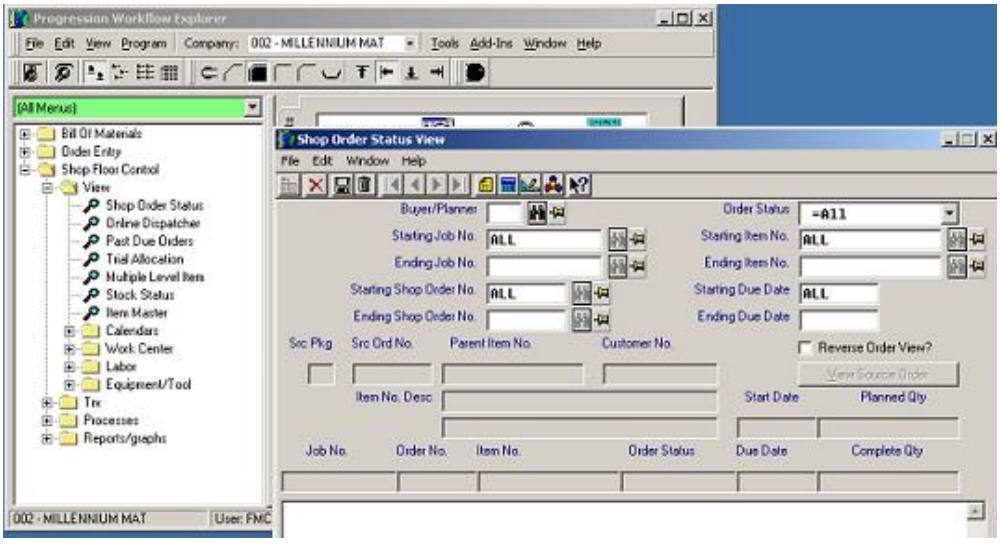
Step 12: Drag the formula till bottom

Step 13: Add 5 columns after column M. They are 5, 15, 25, 35 and Remarks in column N, O, P Q, R respectively

Step 14: Now minimize spreadsheet and open Macola

Step 15: Open Macola[MM] > Shop floor control > View > Shop order Status

on screen: Shop order status view [new window in macola]



Step 16: Copy the "shop order number" in column J from the spreadsheet

Step 17: Paste it in "starting shop order number" and "ending shop order number" in macola

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Step 18: Press Tab until the result get displayed in macola

Step 19: Press Enter

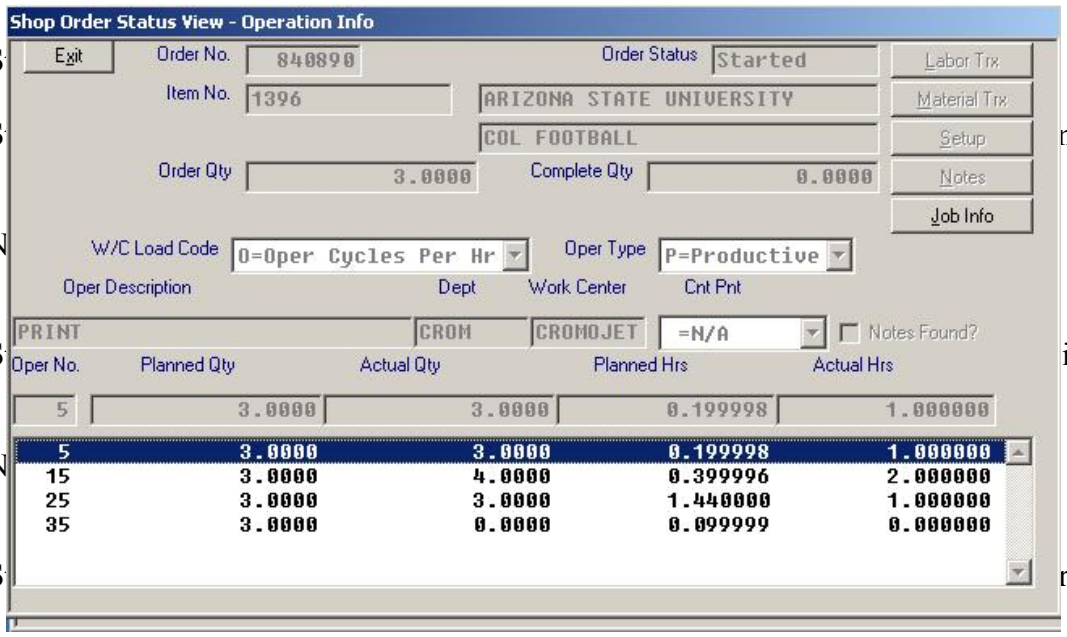
on screen: Shop order info, a new window in macola

Step 20: Click on "operation" tab

Step 21: See the result displayed in Macola

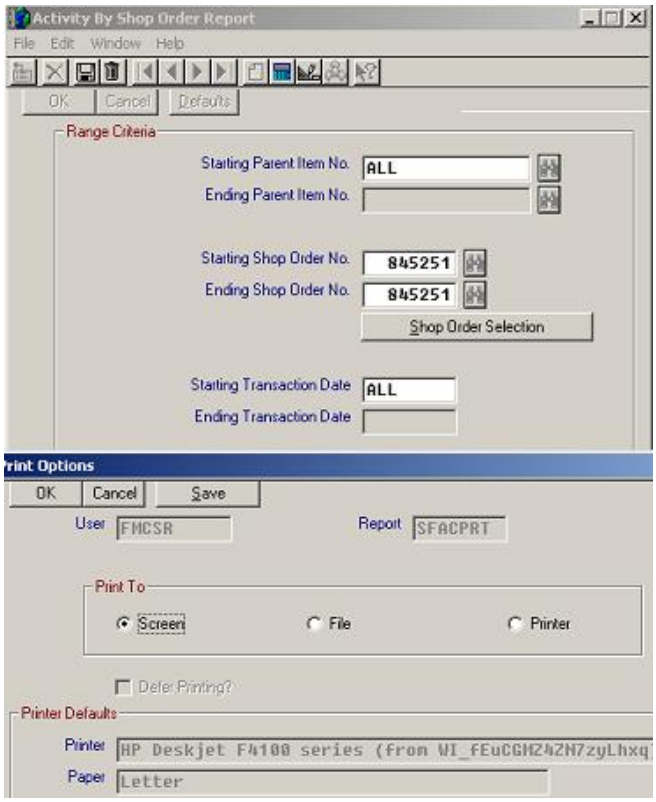
Note: It shows which all "operations" are there in this particular order. Also, see the planned quantity and Actual quantity

Step 22: Verify whether the Planned Quantity is same as that of Actual Quantity



on screen: Activity by shop order report

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Step 27: Paste the shop order number in the corresponding place in macola

Step 28: Click OK button

Step 29: Select option "screen" and press OK

on screen: Activity history report

Note: Now you can see the current status of each operation

Step 30: Note down the date and put the same in corresponding column in spreadsheet

Step 31: Go back to "Frm Transaction Table" and click "25 not 15"

Step 32: Repeat steps from 5 to 30

Step 33: Go back to "Frm Transaction Table" and click "35 not 25"

Step 34: Repeat steps from 5 to 30

Note: In "25 not 15" and "35 not 25" spreadsheets, add an additional column "Time passed shipping date", only if the order crossed the deadline

Step 35: Go back to "Frm Transaction Table" and hit "5 not 15" button

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on screen: "5 not 15" Table

Step 36: Export the table to a spreadsheet and make the alignment proper

Step 37: Go to the spreadsheet and see the column "Time passed"

Step 38: Edit that column header and change it to "Time passed after operation 25"

Step 39: Add a column "Time passed from release date" after the previous column

Step 40: Put the formula "Checking date – Order Date" in "Time passed from release date" column and drag the formula till bottom

Step 41: Add column "Time passed from shipping date"

Step 42: Put formula "Checking date – Shipping date" and drag the same till bottom

Step 43: Go back to "Frm Transaction Table" and hit "15 not 25" button

Step 44: Repeat the steps from 36 to 42

Step 45: Go back to "Frm Transaction Table" and hit "25 not 35" button

Step 46: Repeat the steps from 36 to 42

Step 47: Go back to "Frm Transaction Table" and hit "Release" button

Step 48: Export the table to a spreadsheet and make alignment proper

Step 49: Add a column "Time passed from the release date"

Step 50: Put the formula "Checking date – Order Date" and drag the same till bottom

Note: Save all the spreadsheets and email the reports

DRAW PARETO CHARTS Refer Part 4

Part 2: Lazy Reports

Step 51: Log on to Citrix

Step 52: Go to "Link_FM_To_MM" access file"

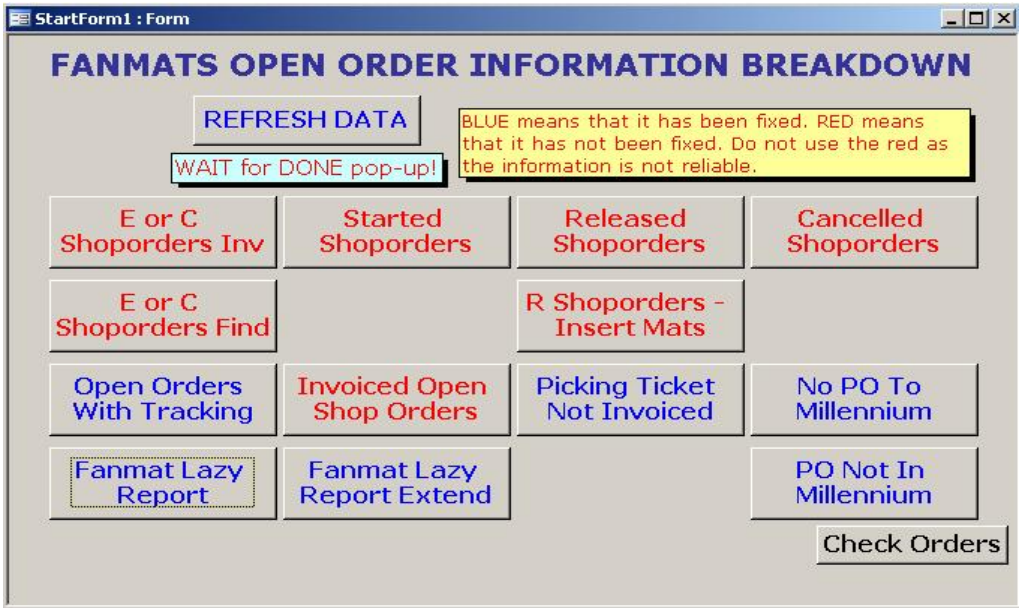
on screen: Fanmats open order info breakdown

Step 53: Hit Refresh Button

Step 54: Click "Fanmats Lazy Report"

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on screen: Fanmats Lazy Report



Step 55: Export the report to a spreadsheet and make the alignment proper

Step 56: Add 2 columns "Time passed from release date" and "Time passed from shipping date" after the "Quantity complete" column

Step 57: Add another 2 columns "checking date" and "Remarks" after 2 previously added columns

Step 58: Go to column "Time passed from release date" and put the formula
"checking date – Placed to MM date"column

Step 59: Go to column "Time passed from shipping date" and put the formula

"Checking date" – "Released date"

Step 60: Drag both the above formula till the bottom

Step 61: Filter the column "Order Status" and split it and save as 4 different spreadsheets

Filter it by CLOSED(C)
Filter it by STARTED(S)
Filter it by RELEASED(R)
Filter it by ENDED(E)

Step 62: Save the above 4 spreadsheets and name it as "Lazy reports closed", "Lazy reports started","Lazy reports released","Lazy reports ended" respectively

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Step 63: Go to "Lazy Report Released" and see whether all column values are correct

Step 64: Go to "Lazy Report Closed" and open it

Step 65: Go to Macola(FM)>Order Entry>View>Order View/Order History>By order no:

on screen: Order View by Order no

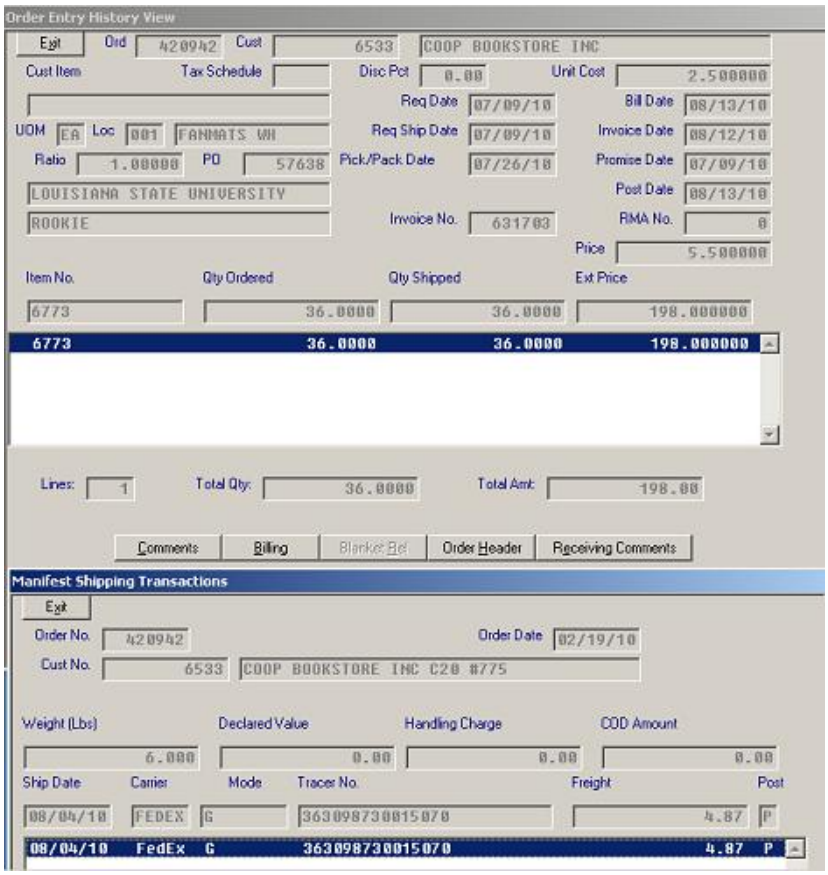
Step 66: Copy Order Number from Spreadsheet and paste it in "order no" in Macola

Step 67: Press tab util result get displayed

Step 68: Check whether the order is invoiced by looking at "invoice no" column in macola

Step 69: Press Enter to see the report

Note: List of Items displayed



Step 70: Click on each item one by one. First, click the first item in the list

Step 71: Click "Billing" button

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on screen: Order billing info view

Step 71: Click "Ship tex" button

Step 72: Check whether the items get displayed in Macola.

Note: This shows the status whether the item is shipped or not

Step 73: If not, a pop up "No shipping charges for this order" will get displayed

Step 74: For such orders, go back to spreadsheet and put it "not shipped/billed" in remarks column

Note: Check "transaction history" in macola and put the comment in spreadsheet

Step 75: Go and open the "Lazy report ended"

Step 76: Repeat steps 65 to steps 74

Step 77: Write comment "not billed" in the remarks column, If that particluar order is not billed

Step 78: Hop and open "Lazy report started" and open it

Step 79: Open Macola[MM] > Shop floor control > View > Shop order Status

on screen: Shop order status view [new window in macola]

Step 80: Copy the "shop order number" in column J from the spreadsheet

Step 81 Paste it in "starting shop order number" and "ending shop order number" in macola

Step 82 Press Tab until the result get displayed in macola

Step 83: Press Enter

on screen: Shop order info, a new window in macola

Step 84: Click on "operation" tab

Step 85: See the result displayed in Macola

Note: It shows which all "operations" are there in this particular order. Also, see the planned quantity and Actual quantity

Step 86: Verify whether the Planned Quantity is same as that of Actual Quantity

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Step 87: If not, add it as a comment in the spreadsheet

Step 88: Check the operation number in macola and if one operation is missing, mention that as a comment in the spreadsheet

Note :For example, If the operation 35 is not present, then, write comment as "Not Applicable" in the spreadsheet

Step 89: Check the operation number in macola and if one operation is present, but it is not completed. Then, mention that it is "not done" in spreadsheet

Note: For example, If the operation 35 is present, then, write comment as "Not Done " in the spreadsheet

Step 90: Go to Macola > Shop floor Control > Reports and Graphs > Activity History > By Shop order number

on screen: Activity by shop order report

Step 91: Paste the shop order number in the corresponding place in macola

Step 91: Click OK button

Step 92: Select option "screen" and press OK

on screen: Activity history report

Note: Now you can see the current status of each operation

Step 93: Note down the date and put the same in corresponding column in spreadsheet

DRAW PARETO CHARTS Refer Part 4

Part 3: LTL and Open Orders

Step 94: Log on to Citrix and open the link_FM_to_MM access file

on screen: Fanmats open order information

Step 95: Hit the Refresh button and wait until "done" pop up comes

Step 96: Click on "Open order with Tracking" button

on screen: Open order report

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Step 97: Export the values to a spreadsheet and make the alignment proper

Step 98: Add 2 columns "Time passed from shipping date" and "Checking date"

Step 99: Go to "Pkg Shipping dates"[column I] and filter the values

Step 100: Now, copy all the values and save it in a new spreadsheet

Step 101: Apply the formula in column M

The formula is "Checking date" – "Pkg Shipping date" [column N – column I]

Step 102: Save the file as "Open Order Report"

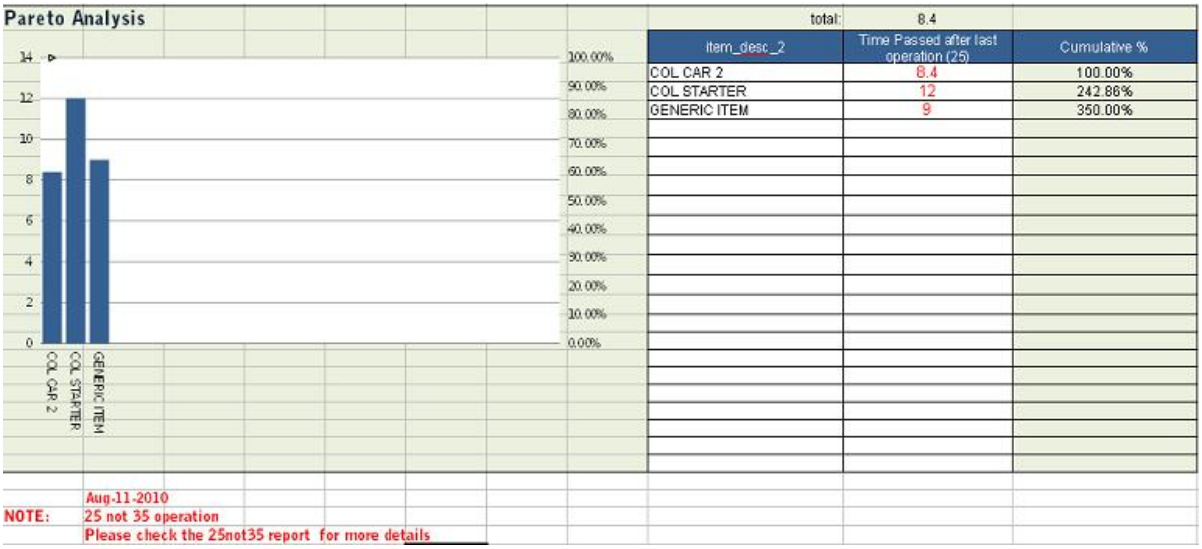
Step 103: Similarly Go to "LTL Shipping date"[column J] and filter the values

Step 104: Now, copy all the values and save it in a new spreadsheet

Step 105: Apply the formula in column M

The formula is "Checking date" – "LTL Shipping date" [column N – column J]

Step 106: Save the file as "LTL Report"



Part 4: Pareto Chart

Pareto Chart is prepared for

1. Operation "25 not 35"
2. Operation Status ["15 not 5", "25 not 15", "35 not 25"]
3. Lazy Reports

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Note: A total of 8 charts need to be prepared

For Operation Status

Step 1: Open a spreadsheet and add 3 tabs at the bottom namely "15 not 5", "25 not 15" and "35 not 25"

Step 2: To draw Pareto chart, select the option to draw a Bar Graph

Step 3: Open the spreadsheet "15 not 5" and go to column H [Item_desc_2]

Step 4: Filter the values and click on each item listed one by one

Step 5: Find the number of items in each category and note it down

Step 6: Do the same for all the filtered items

Step 7: Copy the Top 3 items based on the count and paste it in the spreadsheet meant for Pareto Chart

Step 8: Those items copied will be the values in X-Axis of pareto chart

Step 9: Similarly, When you filter the top 3 items, look at the column L[Time passed from Release date]

Step 10: There will be some values listed in column L.

Step 11: Select those values and find its average

Step 12: Do the same for top 3 items

Step 13: Make that average value as the values in Y-Axis

Step 14: Draw the Pareto Chart

Step 15: Repeat the same for "25 not 15" and "35 not 25"

Step 16: For Lazy Reports, Repeat the steps from 1 TO 14

Step 17: It is applicable for all 4 lazy reports

Step 18: For "25 not 35", the only change is in Y-Axis values

Step 19: Instead of going to column "Time passed from release date"

Go to "Time passed after operation 25"

Step 20: Draw Pareto Chart

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2.3

Daily Check Lists – Small Press, Big Press , Chromojet and Crumb Routine

DAILY CHECK LISTS

for

Big Press

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1st Shift	2nd Shift	TASK
4:30 a.m.		P5 - Check extruder temperature. Sterlco should be at 165 degrees
		P6 - Check extruder temperature. Sterlco should be at 165 degrees
		P5 - Ensure wig wag rubber, edge strip and base sheet are staged for the days production
		P6 - Ensure wig wag rubber, edge strip and base sheet are staged for the days production
		P5 - Check if operator is cycling empty molds through press to warm-up molds. Time of cycles should be 10 minutes (600 seconds). Temperature should be 330 F. Pressure should be off (0).
		P6 - Check if operator is cycling empty molds through press to warm-up molds. Time of cycles should be 10 minutes (600 seconds). Temperature should be 330 F. Pressure should be off (0).
		P5 - Extruder operator starts extruding rubber. Speed of extruder should be from 1125 - 1275 for 3' x 10' and 620 -720 for 85 cm x 150 cm euro. Write speed in comment section
		P6 - Extruder operator starts extruding rubber. Speed of extruder should be from xx for 4x6' or 115x180 cm and yy for 3x5' or 85x150 cm. Write speed in comment section
	3:30 PM	P5 - Count how many molds are in circulation. Must be a minimum of 50
		P6 - Count how many molds are in circulation. Must be a minimum of 50
		P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Ensure the proper carpet is staged for the scheduled shop orders.
		P6 - Ensure the proper carpet is staged for the scheduled shop orders.
5:00 AM		P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure embosses are being changed for the day.
		P6 - Check mat removal. Make sure embosses are being changed for the day.
5:30 AM	4:00 PM	P6 - Check trimming operation. Ensure trimmer stations are filled with incoming partners quickly and that they are prepared for the day. Ensure trimming is being done according to work instruction.
		P6 - Check trimming operation. Ensure trimmer stations are filled with incoming partners quickly and that they are prepared for the day. Ensure trimming is being done according to work instruction.
		P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
6:00 AM	4:30 PM	P5 - Check previous shifts press transactions on shop orders. Ensure all Shop Orders are transacted using the correct operation number ***SPEC-OPER-002***
		P6 - Check previous shifts press transactions on shop orders. Ensure all Shop Orders are transacted using the correct operation number ***SPEC-OPER-002***
6:30 AM	5:00 PM	P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P6 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P5 & P6 - Check perforating and mat rolling operation. Ensure it is being performed according to work instructions.
		P5 & P6 - Check logo matching and rolling to ensure it is being done on time
7:00 AM	5:30 PM	P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P6 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro

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7:30 AM	6:00 PM	P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P6 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
8:00 AM	6:30 PM	P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P6 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P5 & P6 - Check perforating and mat rolling operation. Ensure it is being performed according to work instructions.
		P5 & P6 - Check logo matching and rolling to ensure it is being done on time
8:30 AM	7:00 PM	P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P6 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
9:00 AM	7:30 PM	P5 - Check coverage in all positions due to break time on the lines
		P6 - Check coverage in all positions due to break time on the lines
		P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P6 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.

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9:30 AM	8:00 PM	P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P6 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P5 & P6 - Check perforating and mat rolling operation. Ensure it is being performed according to work instructions.
		P5 & P6 - Check logo matching and rolling to ensure it is being done on time
10:00 AM	8:30 PM	P5 - Check coverage in all positions due to break time on the lines
		P6 - Check coverage in all positions due to break time on the lines
		P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P6 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
10:30 AM	9:00 PM	P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P6 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
11:00 PM	9:30 PM	P5 - Check coverage in all positions due to break time on the lines
		P6 - Check coverage in all positions due to break time on the lines
		P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P6 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P5 & P6 - Check perforating and mat rolling operation. Ensure it is being performed according to work instructions.
		P5 & P6 - Check logo matching and rolling to ensure it is being done on time
12:30 PM	11:00 PM	P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P6 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.

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1:00 PM	11:30 PM	P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P6 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
1:30 PM	12:00 AM	P5 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P6 - Check build on mold. Check overlap of edge strip. Check carpet placement by robot. Look for any adjustment by QA partners
		P5 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P6 - Check trimming operation. Make sure the trimming is being performed to the work instructions
		P5 & P6 - Check perforating and mat rolling operation. Ensure it is being performed according to work instructions.
		P5 & P6 - Check logo matching and rolling to ensure it is being done on time
2:00 PM	12:30 AM	P5 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P6 - Check wigwag and base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		P5 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P6 - Check the amount of rubber on the edge strip robot. Ensure roll has enough rubber and does not need to be changed.
		P5 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P6 - Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
2:30 PM	1:00 AM	P5 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P6 - Check computer rubber dimensions from extruder operator and ensure they are in spec.
		P5 - Check amount of time it takes for the robot to wait for the rubber. Must be 14 seconds or less for 3x10 and under 7 seconds for 85x150 euro
		P6 - Check amount of time it takes for the robot to wait for the rubber. Must be under 7 seconds
		P5 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P6 - Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		P5 - Check the number of times the equipment has been put in manual mode.
		P6 - Check the number of times the equipment has been put in manual mode.
		P5 - Check number of platens running. Note any platens cancelled.
		P6 - Check number of platens running. Note any platens cancelled.
		P5 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P6 - Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		P5 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P6 - Check shop order transactions performed on scheduled items note where they are at on the schedule.
		P5 - Ensure extruder is cleaning up area and preparing for the end of day
		P6 - Ensure extruder is cleaning up area and preparing for the end of day

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2:45 PM to 3:15 PM	1:15 AM to 1:30 AM	P5 - (1st shift) Ensure second shift extruders have logged in for the day and are updating documents, checking the material, and preparing for the day.
		P6 - (1st shift) Ensure second shift extruders have logged in for the day and are updating documents, checking the material, and preparing for the day.
		P5 - (2nd shift) Ensure Leads have Extruder covered by pit crew for last portion of the shift.
		P6 - (2nd shift) Ensure Leads have Extruder covered by pit crew for last portion of the shift.
3:15 pm to 3:30 PM	1:30 AM to 2:00 AM	P5 - Ensure lead has completed end of shift documents.
		P6 - Ensure lead has completed end of shift documents.
		P5 - Ensure press partners have cleaned, organized, and the shift change (1st to 2nd transition) is smooth
		P6 - Ensure press partners have cleaned, organized, and the shift change (1st to 2nd transition) is smooth
		P5 - Ensure the area was left clean and organized for end of day.
		P6 - Ensure the area was left clean and organized for end of day.
		P5 - Ensure press partners have gone on time.
		P6 - Ensure press partners have gone on time.
		P5 - (2nd shift) Ensure pit crew cleaned out extruder
		P6 - (2nd shift) Ensure pit crew cleaned out extruder
	2:00 AM to 2:30 AM	P5 - Ensure all molds are emptied.
		P6 - Ensure all molds are emptied.
		P5 - Ensure partners finish trimming remaining mats and finish rolling and stacking on pallets.
		P6 - Ensure partners finish trimming remaining mats and finish rolling and stacking on pallets.
		P5 - Ensure trim area is cleaned and organized.
		P6 - Ensure trim area is cleaned and organized.
		P5 - Ensure Trimmers and Rollers have gone by 2:30 am
		P6 - Ensure Trimmers and Rollers have gone by 2:30 am

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Millennium University

DAILY CHECK LISTS

for

Small Press

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1st Shift	2nd Shift	TASK
4:30 a.m.		Ensure edge strip, bead, and base sheet are staged for the days production
		Ensure press settings are setup for each product ***SPEC-PRES-104A*** Note any discrepencies between actual settings and specification.
	3:30 PM	Ensure all tools for production are available: gloves, scissors, bolt adjustors, cleaning tools, hand truck, etc. Note missing items in the comments.
		Ensure the proper carpet is staged for the scheduled shop orders.
		Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
5:00 AM		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Ensure embosses are being collected and returned to builders.
5:30 AM	4:00 PM	Ensure there are enough partners to maintain the flow of the line.(13 max including trimmers)
		Check base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check edge strip supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check bead supply. Ensure the correct compounds are staged so the machine will not run out.
		Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
6:00 AM	4:30 PM	Check previous shifts press transactions on shop orders. Ensure all Shop Orders are transacted using the correct operation number ***SPEC-OPER-002***
6:30 AM	5:00 PM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check trimming operation. Ensure trimmer stations are filled with incoming partners quickly and that they are prepared for the day. Ensure trimming is being done according to work instruction.
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check logo matching and rolling to ensure it is being done on time
7:00 AM	5:30 PM	Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check amount of mats per cycle. Note any empty zones.
		Check shop order transactions performed on scheduled items note where they are at on the schedule.
7:30 AM	6:00 PM	Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
8:00 AM	6:30 PM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check trimming operation. Make sure the trimming is being performed to the work instructions
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check amount of mats per cycle. Note any empty zones.
8:30 AM	7:00 PM	Check base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check edge strip supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check bead supply. Ensure the correct compounds are staged so the machine will not run out.
		Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		Check shop order transactions performed on scheduled items note where they are at on the schedule.
9:00 AM	7:30 PM	Lunch
10:00 AM	8:30 PM	Check coverage in all positions due to break time on the lines
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
10:30 AM	9:00 PM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check amount of mats per cycle. Note any empty zones.
11:00 AM	9:30 PM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check amount of mats per cycle. Note any empty zones.
11:30 AM	10:00 PM	Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.

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12:00 PM	10:30 PM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check amount of mats per cycle. Note any empty zones.
12:30 PM	11:00 PM	Check base sheet supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check edge strip supply. Ensure the correct sizes and compounds are staged so the machine will not run out.
		Check bead supply. Ensure the correct compounds are staged so the machine will not run out.
		Check carpet supply. Ensure the carpet is the correct size, style, and color. Ensure the machine will not run out.
		Check shop order transactions performed on scheduled items note where they are at on the schedule.
1:00 PM	11:30 PM	Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
1:30 PM	12:00 AM	Check build on mold. Check overlap of edge strip. Check bead placement. Check carpet placement.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		Check logo matching and rolling to ensure it is being done on time
2:00 PM	12:30 AM	Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
2:30 PM	1:00 AM	Check wonderware and note any delay in cycle times. Use trend or watch unloader/loader time. Is the press cycle on schedule?
		Check the number of times the equipment has been put in manual mode.
		Check amount of mats per cycle. Note any empty zones.
		Check mat removal. Make sure mats are being removed without delay of the next cycle. Make sure mats are being brushed properly if needed.
		Check shop order transactions performed on scheduled items note where they are at on the schedule.
3:00 pm to 3:30 PM	1:30 AM to 2:00 AM	Ensure lead has completed end of shift documents.
		Ensure the area was left clean and organized for end of day.
	2:00 AM to 2:30 AM	Ensure all screens and presses are emptied.
		Ensure all screens are cleaned.
		Ensure partners finish trimming remaining mats and finish rolling and stacking on pallets.
		Ensure trim area is cleaned and organized.
		Ensure Trimmers and Rollers have gone by 2:30 am

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Millennium University

DAILY CHECK LISTS

for

CHROMOJET

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SHIFT (circle one) 1st	2nd	TASK
5:00 AM		Check which jets were calibrated from the night before and record pump number
		Check that all Chromojet machines are on and warming up
	3:30 PM	Check schedules to make sure proper carpet is loaded for schedule
		Check that both steamers' pressure and temperature are set correctly
		Check that presteamer is on (if required) and carpet is in up most position
		Test one color. Note color, viscosity and pH in comments.
		Test one more color. Note color, viscosity and pH in comments.
		Check that all colors are loaded correctly
		Check that stainguard drum is full, properly covered and fresh within 7 days
		Check that printer head speed is correct per carpet type / customer
		Check that pump pressures are correct
		Check to see that there is adequate foaming in the steamer
		Check that the vacuum head is operational
		Check that stainguard nozzles are spraying correctly
		Check the stainguard sprayer will cycle correctly
		Check that brushes are in the correct position
		Check that dryer temperature is set correctly
		Check to see that the investigate pallets are empty
		Verify number of people on the shift compared to master crewing guide
		Did you find any other issues affecting productivity? Record additional comments **==>>**
6:00 AM	4:30 PM	Check transactions from previous shift. Are they complete?
		Know the estimated run times for the current schedules and plan for pit stops
		Verify all planned schedules have a print utilization of at least 90%
		Each printer is to have a copy of the master scheduler plan for their printer for the shift
		Check that print schedules are being printed according to master scheduler
		Check that there is adequate carpet loaded to support planned schedules
		Check that wig wag carpet is positioned on cart evenly and contains correct placard
		Check that there is additional carpet available for the schedules for the day
		Verify correct placard is posted for carpet that is being printed on
		Did you find any other issues affecting productivity? Record additional comments **==>>**
6:30 AM	5:00 PM	Check to see that all colors are assigned correctly
		Confirm that all loaded colors have not reached expiration
		Confirm that all loaded colors have been stirred prior to use
		Verify that all colors needed have been checked for correct viscosity
		Confirm that pH is recorded on the drum labels and is within spec
		Verify timing of next schedule change and ensure pit crew is ready
		Check to see if stainguard is working (if needed)
		Check for any extra jets or tips laying around
		Check c/j a to ensure the bank of extra pumps is loaded for the next schedule change
		Check for no jet leaks or white lines
		Verify steamer temperature is set correctly
		Verify correct penetration per schedule and monitor throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
7:00 AM	5:30 PM	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Check filters. Note how many were changed and which pumps have been changed.
		Check jets. Note how many were changed and which jets have been changed.
		Did you find any other issues affecting productivity? Record additional comments **==>>**
7:30 AM	6:00 PM	Verify each printer is using master schedule page to mark through acceptable printed items
		Know the estimated run times for the current schedules and plan for pit stops
		Determine how many liters of dye will be disposed of based on expiration date and record
		Check that drums are being thoroughly washed out
		Did you find any other issues affecting productivity? Record additional comments **==>>**

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8:00 AM	**6:30 PM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Did you find any other issues affecting productivity? Record additional comments **==>>**
8:30 AM	**7:00 PM**	Check and insure there are available spare jets for the shift
		Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
9:00 AM	**7:30 PM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Check filters. Note how many were changed and which pumps have been changed.
		Check jets. Note how many were changed and which jets have been changed.
		Did you find any other issues affecting productivity? Record additional comments **==>>**
9:30 AM	**8:00 PM**	Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Check to see that there is adequate foaming in the steamer
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
9:45 a.m.	**8:15 PM**	Has the jet technician picked up bad jets?
		Check and note the last time the vacuum hose was changed
		Check transactions from the morning
		Check that the vacuum head is operational
10:00 AM	**8:30 PM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check the reprint log for possible late and lost reprints
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Did you find any other issues affecting productivity? Record additional comments **==>>**
10:30 AM	**9:00 PM**	Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
11:00 AM	**9:30 PM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Check filters. Note how many were changed and which pumps have been changed.
		Check jets. Note how many were changed and which jets have been changed.
		Did you find any other issues affecting productivity? Record additional comments **==>>**
11:30 AM	**10:00 PM**	Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
12:00 PM	**10:30 PM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check amount of scrap coming off each Chromojet
		Check housekeeping and correct any issues immediately
		Did you find any other issues affecting productivity? Record additional comments **==>>**

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12:30 PM	**11:00 PM**	Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
1:00 PM	**11:30 PM**	Know the estimated run times for the current schedules and plan for pit stops
		Check that the size of the trimmed carpets are within specification
		Check for partial completed orders needing reprints
		Check amount of scrap coming off each Chromojet
		Has the jet technician picked up bad jets?
		Check the investigate pallets for each Chromojet
		Check the temp of the steamer
		Check the temp of the dryer
		Check to see if stainguard is working if needed
		Check filters. Note how many were changed and which pumps have been changed.
		Check jets. Note how many were changed and which jets have been changed.
		Did you find any other issues affecting productivity? Record additional comments **==>>**
1:30 PM	**12:00 AM**	Check with trimmers for rejects and quality issues
		Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
2:00 PM	**12:30 AM**	Know the estimated run times for the current schedules and plan for pit stops
		Check that the size of the trimmed carpets are within specification
		Check the reprint log for possible late and lost reprints
		Check amount of scrap coming off each Chromojet
		Has the jet technician picked up bad jets?
		Check the investigate pallets for each Chromojet
		Check the temp of the steamer
		Check the temp of the dryer
		Check to see if stainguard is working if needed
		Did you find any other issues affecting productivity? Record additional comments **==>>**
2:30 PM	**1:00 AM**	Housekeeping - no carpet on floor, no clutter, soft waste neatly stacked
		Know the estimated run times for the current schedules and plan for pit stops
		Check for temperature of the dryer on each c/j
		Check for no jet leaks or white lines
		Check to see that the steamer temperature is set correctly
		Verify correct penetration per schedule and monitor closely throughout the day
		Check for no bleeding on the carpet
		Did you find any other issues affecting productivity? Record additional comments **==>>**
3:00 PM	**1:30 AM**	Housekeeping - no carpet on floor, no clutter, soft waste neatly stacked
		Make sure scrap is weighed and recorded
		Check for misc clutter around the Chromojets and correct immediately
		Make sure any reprints needed to complete the days orders are scheduled
		Check filters. Note how many were changed and which pumps have been changed.
		Check jets. Note how many were changed and which jets have been changed.
		Check that all pallets are in place
3:30 PM	**2:00 AM**	Complete end of shift paperwork and turn in to supervisor/manager
		Make sure all printing transactions have been entered for schedules printed on the shift
		Provide informative feedback to oncoming shift

1 Record pit crew times in comment section the half hour they happen
2 Verify color squares are inspected by quality during a pit stop
3 Verify setting for the steamer and dryer are set properly after every pit
4 Any pauses or machine stop have to be noticed and recorded in the time that it occurs

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Millennium University

DAILY CHECK LISTS

for

CRUMB ROUTINE

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START UP

TIME		
1st Shift	**2nd Shift**	**TASK**
4:30 AM		
	3:30 PM	Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
		Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
5:00 AM		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
5:30 AM	4:00 PM	Corner man is spraying mold release on every mold
		QA partner is vacuuming off excess crumb
		QA partner fills in if there is a vacant space in the corner . Lead should notified for large space
		QA partner must use spreader bar to spread the crumb evenly across the mold
		Blue specs are not on corner and edge molds
		QA must use very good condition paper on the mold no tears in paper
		QA partner must vacuum the cross bars of the corner and edge molds
6:00 AM	4:30 PM	Paper is being removed as the molds come out of the hot press
		Operator is using "T" square to cut mat in half at the exit of the hot press.
		If operator does not use "T" square, Lead must be notified
		Mat is being removed by folding in half as it comes off of the mold unless it is an edge/corner mold
		stack of mats that are finished do not exceed 1 meter high (cooling issues)
6:30 AM	5:00 PM	Mat specs are checked and called in,it will range from .335 to .385 inches
		Settings are checked
		Weight of crumb in each drum is checked . it should be 50 +/- 2
		amount of binder is checked
		make sure there is at least 2 bags of crumb staged
7:00 AM	5:30 PM	Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
		Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
7:30 AM	6:00 PM	Corner man is spraying mold release on every mold
		QA partner is vacuuming off excess crumb
		QA partner fills in if there is a vacant space in the corner . Lead should notified for large space
		QA partner must use spreader bar to spread the crumb evenly across the mold
		Blue specs are not on corner and edge molds
		QA must use very good condition paper on the mold no tears in paper
		QA partner must vacuum the cross bars of the corner and edge molds
8:00 AM	6:30 PM	
		Paper is being removed as the molds come out of the hot press
		Operator is using "T" square to cut mat in half at the exit of the hot press.
		If operator does not use "T" square, Lead must be notified
		Mat is being removed by folding in half as it comes off of the mold unless it is an edge/corner mold
		stack of mats that are finished do not exceed 1 meter high (cooling issues)
8:30 AM	7:00 PM	Mat specs are checked and called in,it will range from .335 to .385 inches
		Settings are checked
		Weight of crumb in each drum is checked . it should be 50 +/- 2
		amount of binder is checked
		make sure there is at least 2 bags of crumb staged

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9:00 AM	7:30 PM	Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
		Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
9:30 AM	8:00 PM	Corner man is spraying mold release on every mold
		QA partner is vacuuming off excess crumb
		QA partner fills in if there is a vacant space in the corner . Lead should notified for large space
		QA partner must use spreader bar to spread the crumb evenly across the mold .
		Blue specs are not on corner and edge molds
		QA must use very good condition paper on the mold no tears in paper
		QA partner must vacuum the cross bars of the corner and edge molds
10:00 AM	8:30 PM	Paper is being removed as the molds come out of the hot press
		Operator is using "T" square to cut mat in half at the exit of the hot press.
		If operator does not use "T" square, Lead must be notified
		Mat is being removed by folding in half as it comes off of the mold unless it is an edge/corner mold
		stack of mats that are finished do not exceed 1 meter high (cooling issues)
10:30 AM	9:00 PM	Mat specs are checked and called in,it will range from .335 to .385 inches
		Settings are checked
		Weight of crumb in each drum is checked . it should be 50 +/- 2
		amount of binder is checked
		make sure there is at least 2 bags of crumb staged
11:00 PM	9:30 PM	Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
		Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
11.30 PM	10.00 PM	BREAK
12:30 PM	11:00 PM	
		Mat specs are checked and called in,it will range from .335 to .385 inches
		Settings are checked
		Weight of crumb in each drum is checked . it should be 50 +/- 2
		amount of binder is checked
		make sure there is at least 2 bags of crumb staged
1:00 PM	11:30 PM	Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
		Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
		Corner man is spraying mold release on every mold
1:30 PM	12:00 AM	Corner man is spraying mold release on every mold
		QA partner is vacuuming off excess crumb
		QA partner fills in if there is a vacant space in the corner . Lead should notified for large space
		QA partner must use spreader bar to spread the crumb evenly across the mold .
		Blue specs are not on corner and edge molds
		QA must use very good condition paper on the mold no tears in paper
		QA partner must vacuum the cross bars of the corner and edge molds

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2:00 PM	12:30 AM	Paper is being removed as the molds come out of the hot press
		Operator is using "T" square to cut mat in half at the exit of the hot press.
		If operator does not use "T" square, Lead must be notified
		Mat is being removed by folding in half as it comes off of the mold unless it is an edge/corner mold
		stack of mats that are finished do not exceed 1 meter high (cooling issues)
2:30 PM	1:00 AM	Mat specs are checked and called in,it will range from .335 to .385 inches
		Settings are checked
		Weight of crumb in each drum is checked . it should be 50 +/- 2
		amount of binder is checked
		make sure there is at least 2 bags of crumb staged
		Check Settings: Temp should be 280 degrees, pressure 90 psi, time should be 400 sec
3.00PM	1.30 AM	Check number of molds, should have a minimum of 18
		Check the number of usable platens. Should be only 6
		molds have to be warmed
		Blue fence has to be taken down
		Have lead check for feed stops and the knife is at it's proper height
3.00 PM to 3.30 PM	1.30 AM to 2:30 AM	Ensure lead has completed end of shift documents.
		Ensure press partners have cleaned, organized, and the shift change is smooth (1st to 2nd transition)
		Ensure the area was left clean and organized for end of day.
		Ensure press partners have cleaned and gone on time.
		Ensure all molds are emptied.
		Ensure partners finish trimming remaining mats and finish rolling and stacking on pallets.
		Ensure trim area is cleaned and organized.
		Trimmers and rollers have gone by 2:30 am

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2.4

Task: **Profit and Loss**

Part 1: For, **Big Press**

Step 1: Upon Receiving EOS.pdf [End of Shift] file from Janice download the same from your mail box

Step 2: Open the P and L template from W:/Shared/MILControl Room/PandLtemplate

Step 3: Open the template to enter the values you got from .pdf

Step 4: Open the Downtime login file "production_downtime_date.xls" from share folder

Step 5: Go to coulmn "comments" & see the time [Starting shift time and ending shift time]

Step 6: Calculate Run Time = Ending shift time – Starting shift time

Step 7: Now, go to template and to "input" tab

Step 8: Based on the shop floor order.xls file from kevan, note down the carpet size

Step 9: Go to input tab again, enter the calculated Run time value in corresponding column for carpet size

Step 10: Now, go to EOS.pdf file and navigate to a table with EOS as header

Step 11: Note down the value near the row header "open35 standards". That value will be the total number of mats produced

Step 12: Go to P and L template, navigate to "mats produced column"

Step 13: Enter the total number of mats produced in the corresponding date and corresponding type of mats produced

Step 14: Go to the EOS.pdf again, navigate and find the "Resource report" header

Step 15: Find/note down, the total value in row as "Rubber" and "Carpet" as header

Step 16: Go back to P and L template, go to materials column, enter the total value of "rubber" abd "carpet" in the corresponding date column

Step 17: Go back to EOS.pdf file, navigate to the table with header "miscelleneous resources" and find the total values for each material

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Step 18: Go back to P and L template and go to "expense" column and enter the values in corresponding day's column

Step 19: Go back to EOS.pdf file and navigate to the table with header "Total labor hours"

Step 20: Note down the total labor hours

Step 21: Go back to P and L template, and go to "labor" coulmn and enter the labor cost in the corresponding day's coulmn

Step 22: Go to "P and L" tab in the P and L template

Note: There, you could see total output of all entered values in the "input" tab

Step 23: Now, open a new spreadsheet and name it as "daily target MMYY.xls"

Step 24: Name tab as "Press 5-6 MM" [for big press]

Step 25: Enter the current date in first column

Step 26: Goto "production_downtime.xls" & get values of "total cycles"[see commentbox]

Step 27: Enter that value as second column in press 5-6 tab of daily target MMYY.xls

Step 28: Enter the "Total labor cost" from P and L template and enter it as 3rd column of press 5-6 tab of daily target MMYY.xls

Step 29: Get the Downtime value from "production_downtime.xls"

Step 30: Enter the "Downtime" values as 4th column of press 5-6 tab of daily target MMYY.xls

Step 31: Get the Extra material cost value from P and L template "input tab"

Step 32: Now, enter "extra material cost" value in 5th column of press 5-6 tab of daily target MMYY.xls

Step 33: Now, go to EOS.pdf and go to table with header EOS report and get the "scrap" and "reworks" value

Step 34: Enter those values as 6th column of press 5-6 tab of daily target MMYY.xls

Step 35: Enter the "daily budget" as 7th column

Step 36: Based on the standard calculation in "calculation" tab of P and L template, enter your analysis [comment as Good/Average/Below Average]

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Step 37: Enter the "comments" in the last column of press 5-6 tab of daily target MMYY.xls, if any

Part 2: **Crumb Routine**

*Repeat steps **1 to 37.***

Part 3: For, **Small press**

Step 1: Upon Receiving EOS.pdf [End of Shift] file from Janice , download the same from your mail box

Step 2: Open the P and L template from W:/Shared/MILControl Room/PandLtemplate

Step 3: Open the template to enter the values you got from .pdf

Step 4: Open the Downtime login file "production_downtime_date.xls" from share folder

Step 5: Go to coulmn "comments" & see the time [Starting shift time and ending shift time]

Step 6: Calculate Run Time = Ending shift time – Starting shift time

Step 7: Now, go to template and to "input" tab

Step 8: Based on the shop floor order.xls file from kevan, note down the carpet size

Step 9: Go to input tab again, enter the calculated Run time value in corresponding column for carpet size

Step 10: Now, go to EOS.pdf file and navigate to a table with EOS as header

Step 11: Note down the value near the row header "open35 standards". That value will be the total number of mats produced

Step 12: Go to P and L template, navigate to "mats produced column"

Step 13: Enter the total number of mats produced in the corresponding date and corresponding type of mats produced

Step 14: Go to the EOS.pdf again, navigate and find the "Resource report" header

Step 15: Find/note down, the total value in row as "Rubber" and "Carpet" as header

Step 16: Go back to P and L template, go to materials column, enter the total value of "rubber" abd "carpet" in the corresponding date column

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Step 17: Go back to EOS.pdf file, navigate to the table with header "miscelleneous resources" and find the total values for each material

Step 18: Go back to P and L template and go to "expense" column and enter the values in corresponding day's column

Step 19: Go back to EOS.pdf file and navigate to the table with header "Total labor hours"

Step 20: Note down the total labor hours

Step 21: Go back to P and L template, and go to "labor" coulmn and enter the labor cost in the corresponding day's coulmn

Step 22: Go to "P and L" tab in the P and L template

Note: There, you could see total output of all entered values in the "input" tab

Step 23: Now, open a new spreadsheet and name it as "daily target MMYY.xls"

Step 24: Name a new tab as "Press 2-4 MM" [for small press]

Step 25: Enter the current date in first column

Step 26: Upon receiving square meter values from Simona, note down SQM values and enter it in Mats produced column of P and L template under corresponding day

Step 27: Enter that value as second column in press 2-4 tab of daily target MMYY.xls

Step 28: Enter the "Total labor cost" from P and L template and enter it as 3rd column of press 2-4 tab of daily target MMYY.xls

Step 29: Get the Downtime value from "production_downtime.xls"

Step 30: Enter the "Downtime" values as 4th column of press 2-4 tab of daily target MMYY.xls

Step 31: Get the Extra material cost value from P and L template "input tab"

Step 32: Now, enter "extra material cost" value in 5th column of press 2-4 tab of daily target MMYY.xls

Step 33: Now, go to EOS.pdf and go to table with header EOS report and get the "scrap" and "reworks" value

Step 34: Enter those values as 6th column of press 2-4 tab of daily target MMYY.xls

Step 35: Enter the "daily budget" as 7th column

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Step 36: Based on the standard calculation in "calculation" tab of P and L template, enter your analysis [comment as Good/Average/Below Average]

Step 37: Enter the "comments" in the last column of press 2-4 tab of daily target MMYY.xls, if any

Part 4: For, **Chromojet Shift 1 and Shift 2**

Step 1: Upon Receiving EOS.pdf [End of Shift] file from Mark, download the same from your mail box

Step 2: Open the P and L template from W:/Shared/MILControl Room/PandLtemplate

Step 3: Open the template to enter the values you got from .pdf

Step 4: Open the Downtime login file "production_downtime_date.xls" from share folder

Step 5: Go to coulmn "comments" & see the time [Starting shift time and ending shift time]

Step 6: Calculate Run Time = Ending shift time – Starting shift time

Step 7: Now, go to template and to "input" tab

Step 8: Based on the shop floor order.xls file from kevan, note down the carpet size

Step 9: Go to input tab again, enter the calculated Run time value in corresponding column for carpet size

Step 10: Now, go to EOS.pdf file and navigate to a table with EOS as header

Step 11: Note down the value near the row header "open35 standards". That value will be the total number of mats produced

Step 12: Go to P and L template, navigate to "mats produced column"

Step 13: Enter the total number of mats produced in the corresponding date and corresponding type of mats produced

Step 14: Go to the EOS.pdf again, navigate and find the "Resource report" header

Step 15: Find/note down, the total value in row as "Rubber" and "Carpet" as header

Step 16: Go back to P and L template, go to materials column, enter the total value of "rubber" abd "carpet" in the corresponding date column

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Step 17: Go back to EOS.pdf file, navigate to the table with header "miscelleneous resources" and find the total values for each material

Step 18: Go back to P and L template and go to "expense" column and enter the values in corresponding day's column

Step 19: Go back to EOS.pdf file and navigate to the table with header "Total labor hours"

Step 20: Note down the total labor hours

Step 21: Go back to P and L template, and go to "labor" coulmn and enter the labor cost in the corresponding day's coulmn

Step 22: Go to "P and L" tab in the P and L template

Note: There, you could see total output of all entered values in the "input" tab

Step 23: Now, open a new spreadsheet and name it as "daily target MMYY.xls"

Step 24: Name a new tab as "Press CJET shift 1/shift 2" [for CJET]

Step 25: Enter the current date in first column

Step 26: Upon receiving square meter values from Simona, note down SQM values and enter it in Mats produced column of P and L template under corresponding day

Step 27: Enter that value as second column in press CJET ab of daily target MMYY.xls

Step 28: Enter the "Total labor cost" from P and L template and enter it as 3rd column of press CJET tab of daily target MMYY.xls

Step 29: Get the Downtime value from "production_downtime.xls"

Step 30: Enter the "Downtime" values as 4th column of press CJET tab of daily target MMYY.xls

Step 31: Get the Extra material cost value from P and L template "input tab"

Step 32: Now, enter "extra material cost" value in 5th column of press CJET tab of daily target MMYY.xls

Step 33: Now, go to EOS.pdf and go to table with header EOS report and get the "scrap" and "reworks" value

Step 34: Enter those values as 6th column of press CJET tab of daily target MMYY.xls

Step 35: Enter the "daily budget" as 7th column

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Step 36: Based on the standard calculation in "calculation" tab of P and L template, enter your analysis [comment as Good/Average/Below Average]

Step 37: Enter the "comments" in the last column of press CJET tab of daily target MMYY.xls, if any

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3. Press – Process Flow Diagram

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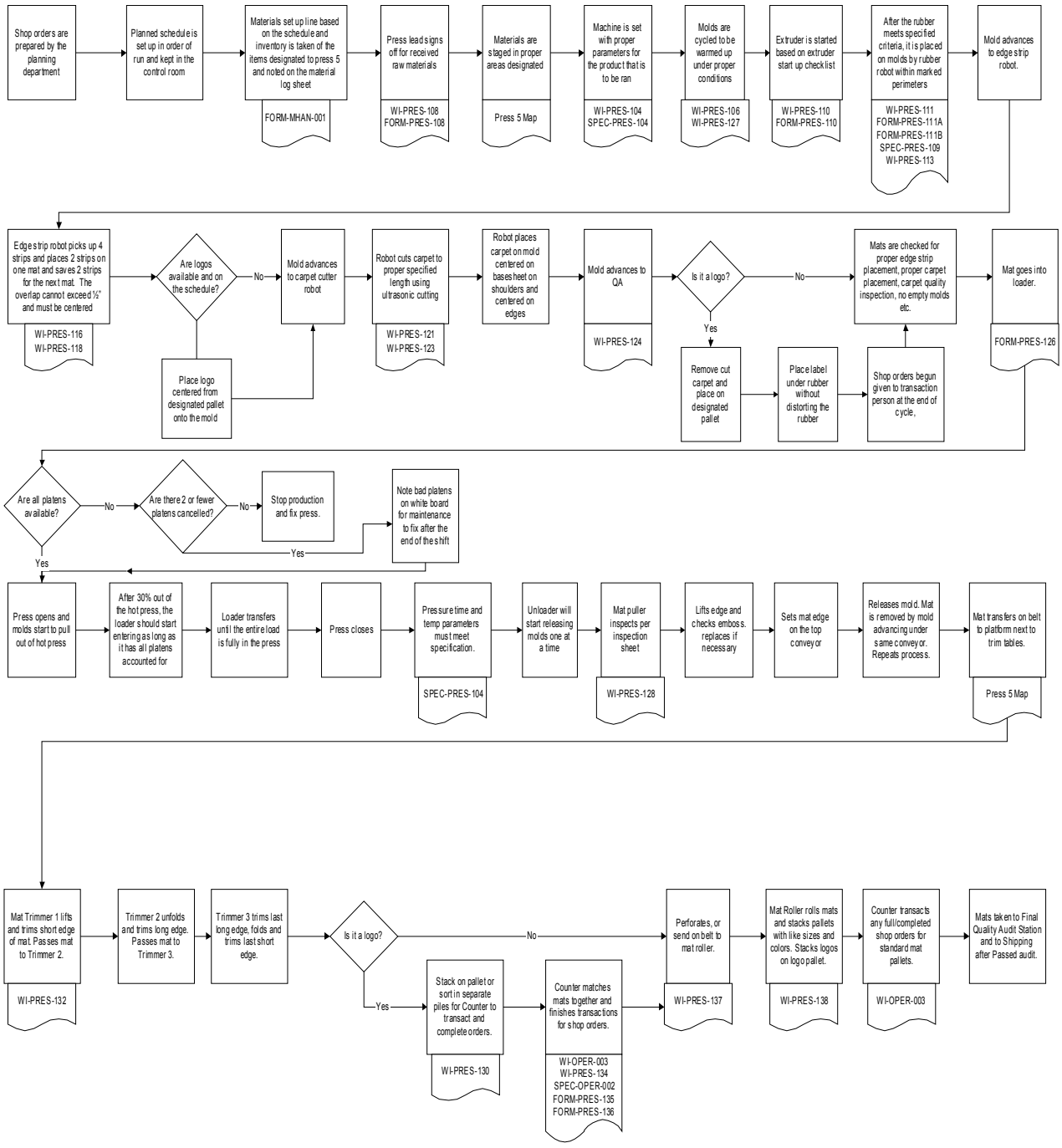
WI-PRES-001
- Press MGR
- Press Lead
- Extruder Operator
- Pit Crew/Builder

- Quality Assurance/Builder
- Mat Puller
- Trimmer/Inspector
- Counter/Transaction Coordinator
- Roller

Press 5 Workflow
Standard and Logo Mat

Treadlock 3x7 and 3x10 | Standard and Logo Cintas Mats 3x10 or 3x5 | Euro Mats 3x5

Bead | Edge Strip | Crumb Rubber



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