

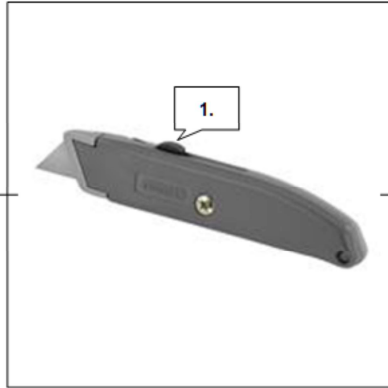
## KNIFE CUTTING ACTIVITY WORK INSTRUCTIONS

DEPT: 001

ACTIVITY: ROLL CUTTING

DATE: 02/08/07

### PHOTOGRAPHIC DISCRIPTION OF KNIFE



### VISUAL AID



▲! SAFETY: ONLY PERSONS TRAINED HOW TO DO THESE TASKS ARE TO CARRY OUT THESE TASKS !▲

ACTIVITY	JOB FUNCTION	KNIFE TYPE	PPE TO USE	FREQUENCY
Cutting Long bags for bag house	OP, PT, SU	Self retracting utility hook knife	Cut resistance gloves Cutting sleeve	Daily



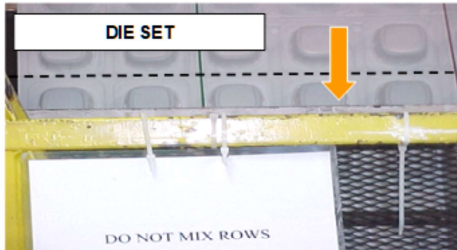
### CUTTING ACTMIVY WORK INSTRUCTIONS

- Use the proper cutting knife for this activity as shown in the photographic description above
- Put on protective sleeve and glove on the **opposite** hand and forearm holding the knife
- Push down on the blade release button on the knife and line up the blade to the edge of the material
- Start the cut and release the blade release button 1. (this is done so the blade will automatically retract into the knife body at the end of the material being cut)

Job Function		Knife Type Key	
MH	Material Handler	Reg	Regular Utility Knife Straight Blade
OP	Operator	Safety	Self-retracting Utility Knife Hooked Blade
PT	Process Technician	HD	Heavy Duty Fixed Blade Knife
SU	Setup Technician		
MX	Maintenance Technician		
IP	Inspector/Packer		

At one company that I work for we had so many people getting injured by cutting themselves with knives we had to standardize the knives that were permitted to be used in the plant. All 'authorized' associates were trained to use them properly and licensed. This is the standard document that I designed.

Sounds crazy, but this strict standards on unsafe conditions and unsafe behaviors reduced cut injuries by 80% percent in loss time accidents for the cuts injury category.

STANDARD WORK JOB BREAKDOWN PROCEDURE (METAL DETECTOR ALARMS & REJECT METHODS & DOCUMENTATION)	
MACHINE: LINES 4 THROUGH 7 & 11	DETECTION AND REACTION PLANS IN THE PROCESS: EVENT OF THE PHYSICAL HAZARDS OF METAL CONTAMINATION OF PRODUCT
CHANGEOVER TIME: N/A	FREQUENCY: EVERY OCCURRENCE
! ▲ ONLY PERSONS TRAINED HOW TO DO THESE TASKS ARE TO CARRY OUT TASKS ▲ !	
PPEs: Y FOLLOW ALL APPLICABLE JSAs Y FOLLOW ALL 'LOTO' PROCEDURES	
PURPOSE: THE PURPOSE OF THIS STANDARD WORK INSTRUCTION IS TO DEFINE THE PROCESSES USED TO VALIDATE METAL DETECTOR ALARMS, THE REACTION PLANS TO METAL CONTAMINATION AND THE DOCUMENTATION OF METAL EVENTS INCLUDING FALSE AND UNVERIFIED ALARMS.	
Y = SAFETY POINT ◆ = QUALITY POINT ⚠ = PPEs REQUIRED ✖ = TOOLS REQUIRED ⓘ = CRITICAL NOTE	
Nº	REACTION PLAN FOR METAL DETECTION EVENTS
1	IF THE METAL DETECTOR SHUTS DOWN THE TRIM PRESS FOR METAL, THE OPERATOR IS TO CUT OUT THE SECTION OF SHEET AND NOTE THE NUMBER OF REJECTS SHOWING ON THE COUNTER ON THE STORYBOARD. EACH METAL EVENT NEEDS TO BE ADDRESSED AND EXPLAINED. (E.G. IF AT THE BEGINNING OF THE INVESTIGATION THE COUNT IS 10 AND AT THE END OF THE INVESTIGATION THE COUNT 17, THIS COUNT OF 7 EVENTS MUST BE RECORDED ON THE STORYBOARD).
2	IF THE REJECTS COUNTS ARE NOT VISIBLE ON THE DISPLAY, REFER TO THE PHOTOGRAPHIC DESCRIPTION BELOW TO ACCESS THEM.
<div> <div>IF THE REJECT COUNT IS NOT DISPLAYED, PRESS THIS BUTTON UNTIL IT APPEARS</div>  </div>	
ⓘ WHEN THE METAL DETECTOR STOPS THE LINE, THE SHEET SHOULD BE CUT RIGHT OUT OF THE DETECTOR TO GUIDE GOING INTO THE DIE SET WHERE THE PARTS ARE CUT OUT.	
<div> <div>  </div> <div>  </div> </div>	
ⓘ PULL THIS SHEET BACK THROUGH THE METAL DETECTOR TO SEE IF IT DETECTS METAL AGAIN.	
3 A	IF THE METAL IS DETECTED, VISUALLY LOCATE THE METAL PARTICLE AND ANALYZE POSSIBLE SOURCE
3 B	IF THE METAL CAN NOT BE LOCATED, THE LINE TECHNICIAN IS TO CUT THE SHEET INTO SECTIONS AS SUCH THAT IT WILL FIT THE OPENING OF THE OFF-LINE METAL DETECTOR IN OMV (SEE PHOTOGRAPHIC DESCRIPTION BELOW)
4	RUN THE CUT SECTIONS THROUGH THE OFF-LINE METAL DETECTOR IN OMV AND/OR INSPECT THE SHEET OVER A LIGHT TABLE FOR MAXWELL CHASE PARTS THAT CAN NOT BE EASILY MODIFIED TO FIT THROUGH THE OFF-LINE METAL DETECTOR OPENING IN OMV.

This is a document I made with the help a the quality department to standardize metal detection events.

# STORYBOARD

Line : 4

Flow  $\geq$  : 18 Cases/Hour

Product: Gen. Mills

## PRIORITY HELP CHAIN FOR TOP 4 LINES

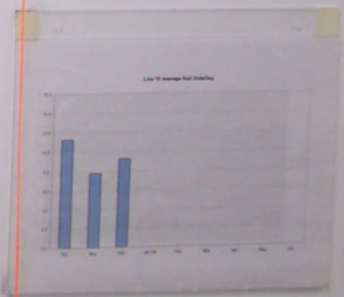


The clipboard contains a form titled "STORYBOARD" with a table for data collection. The table has columns for "DATE", "TIME", "FAULT CODE", "NOTE", "LINES", "SAYLINES", and "ROLLS". The form is used to record data for each line and shift.

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This is a storyboard and the next 9 slides are standardized data collection and reports documents that I created that were used on them...

# STORYBOARD

Line :

4

Flow  $\geq$  :

18

Cases/Hour

Product:

*Gen. Mills*

Storyboard daily production numbers and product type.

LINE: _____			DATE: <u>02</u> / <u>14</u> / <u>08</u>		PRODUCT: <u>NC 24</u>				
TIME	HIT OR MISS (GREEN OR RED DOT)	FAULT CODE	L/T NAME 1/2 SHIFT _____		CASE WEIGHT		REGRIND		
			L/T NAME 3/4 SHIFT _____		LOWWT.	<u>25 LBS</u>	GAYLORDS	ROLLS	
			* NOTES *		HIGH WT.	<u>35 LBS</u>	USED	MADE	MADE
07:30 AM		<u>12</u>	<i>Proximity sensor bad on servo motor</i>		<u>33.5 LBS</u>	<u>2</u>	<u>1</u>	<u>1</u>	
08:30 AM									
09:30 AM			<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 0 auto;">           Will use an 5/8" diameter ink dot marker tethered to the storyboard to block out progress segments         </div>						
10:30 AM									
11:30 AM									
12:30 PM									
01:30 PM									
02:30 PM									
03:30 PM									
04:30 PM									
05:30 PM						TOTAL FOR SHIFT			
06:30 PM									
07:30 PM									
08:30 PM									
09:30 PM									
10:30 PM									
11:30 PM									
12:30 AM									
01:30 AM									

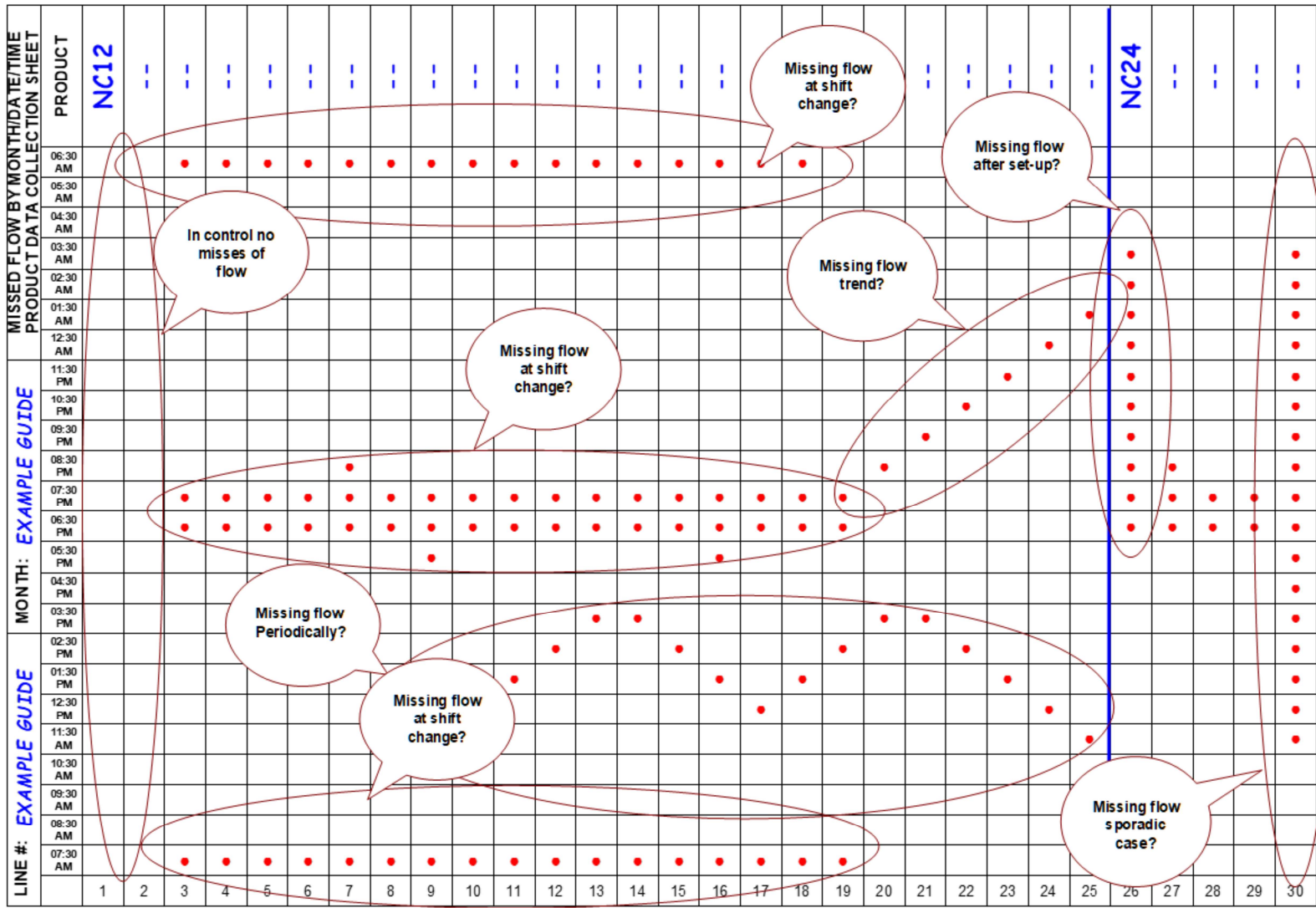
Storyboard product hour by hour attainment data collection sheet.

LINE #:_ <i>EXAMPLE GUIDE</i>		MONTH: <i>EXAMPLE GUIDE</i>	MISSED FLOW FAULT CODES MONTHLY DATA COLLECTION SHEET	
#	↕ 5Ms ↕	↕ GUIDE TO CONDITIONS IN 5M FACTORS THAT MAY CONTRIBUTE TO THE PROBLEM ↕		
MACHINE				
1	SILO	SLIDE GATE CLOSED - LEAK IN TO SILO - UNABLE TO PULL MATERIAL - SLUGGING OF MATERIAL - ANGEL HAIR -		
2	MATERIAL HANDLING	VACUUM PUMP DEFECTIVE - INADEQUATE FLOW OF MATERIAL TO THE BLENDER SYSTEM -		
3	BLENDER	LACK OF MATERIAL - RAN OUT OF MATERIAL -		
4	EXTRUDER	MELT BLOCK - OVER/UNDER HEATING - VENT NOT WORKING - BLOCKED SCREEN PACK - CARBON CONTAMINATION - LEAKY DECKLES -		
5	HAUL OFF	BUSTED AIR LINE - OUT OF CONTROL CHROME ROLLS TEMPERATURE - DIRTY CHROME ROLLS - MALFUNCTIONING AIR CYLINDER - BEARINGS BAD - DRIVE BELT BROKEN		
6	OVEN	HEATER ZONES NOT CONTROLLING - BURNT HEATER ELEMENTS - TRACK MISALIGNMENT - FIRE -		
7	FORM STATION	PIN CHAIN - RAILS - DRIVE MOTORS - TOGGLES - MAC VALVE S - VACUUM PUMP BAD - MOLD COOLING - PLUG CYLINDER - CUTTER CYLINDER - CAM/LINKAGES - GEARBOX - LUBRICATION - LIQUID LEAKS		
8	TOOLING	PLUG DEFECTIVE - CAVITIES - AIR CYLINDERS - RAM PRESSES/CLAMPING - BLADDER NOT WORKING - LEAKS - DIE PLATE & PUNCHES DULL - MOLD ALIGNMENT - GUIDE SET -		
9	VERTICAL TRIM PRESS	DRIVE SYSTEM - SLUG SUCKER CLOGGED - NIP WHEELS - IN FEED GUIDANCE -		
10	TRIM PRESS	BURNT OUT DRIVE BELTS - DRIVE PROBLEMS - DRAG STRAPS - LUBRICATION - METAL DETECTOR FALSE ALARMS - TRUE METAL EVENT - MISS TRIM - CHOPPING		
11	PARTS HANDLING	TRIM TO RIM - DSA/DCU - TRANSPORTER PLATES - BELT CONVEYORS - STACKER - PACK TABLE - VACUUM PLATES -		
12	RIMMER	SCREW PROBLEMS - CROWD ROLLERS - CAGE ROLLERS - HEATERS NOT CONTROLLING - WATER FLOW PROBLEMS - BELT CONVEYORS - DRIVE BELTS PROBLEMS - SILICONE SPRAYER -		
13	COUNTER	COUNT EYE ADJUSTMENT - STRIPPER OUT OF ADJUSTMENT - CONVEYOR BELTS -		
14	BAGGER	JAW HEATERS NOT CONTROLLING - BLADES - BAG FEED SYSTEM MALFUNCTION - TRANSFERRING BELT CONVEYOR - PADDLE WHEEL JAMS -		
15	GRINDER	BELTS BURNT UP - DULL BLADES - MATERIAL JAMS - BLOWER MALFUNCTION -		
MANPOWER				
16	LINE TECHNICIAN	KNOWLEDGE BASED FACTORS - SKILL BASED FACTORS - HUMAN SENSORY ERROR - PSYCHOLOGICAL ERRORS - PHYSIC LOGICAL FACTORS - NO COVERAGE/SHORT HANDED - SLIPLAPSE IN TASK STEPS -		
17	INSPECTOR PACKER	KNOWLEDGE BASED FACTORS - SKILL BASED FACTORS - HUMAN SENSORY ERROR - PSYCHOLOGICAL ERRORS - PHYSIOLOGICAL FACTORS - NO COVERAGE/SHORT HANDED - SLIPLAPSE IN TASK STEPS -		
18	OTHER RESOURCES	MAINTENANCE TECHNICIAN NOT AVAILABLE - PROCESS TECHNICIAN NOT AVAILABLE - LACK OF SUPPORT STAFF RESOURCES - MATERIAL HANDLER NOT AVAILABLE - SUPPORT STAFF UNABLE TO DIAGNOSE PROBLEM -		
METHOD				
19	PACKING	PACKAGING INSTRUCTION NOT FOLLOWED ON SHOP FLOOR CONTROL SHEET - NOT USING CORRECT CONTAINER -		
20	MATERIAL	INCORRECT BLENDS MADE -		
21	PROCESS	OUT OF ADJUSTMENT - WRONG PROCESS SET UP -		
22	CLEANING HACCP	HAZARD ANALYSIS CRITICAL CONTROL POINT - CLEANING - SANITIZING -		
MATERIAL				
24	RAW MATERIAL	MOISTURE IN MATERIAL - CHEMICAL CHARACTERISTICS OF MATERIAL WRONG - CONTAMINATION -		
25	DOCUMENT	INCORRECT DOCUMENTATION FOR PRODUCT BEING PRODUCED -		
MEASUREMENT				

Storyboard fault code aid sheet.

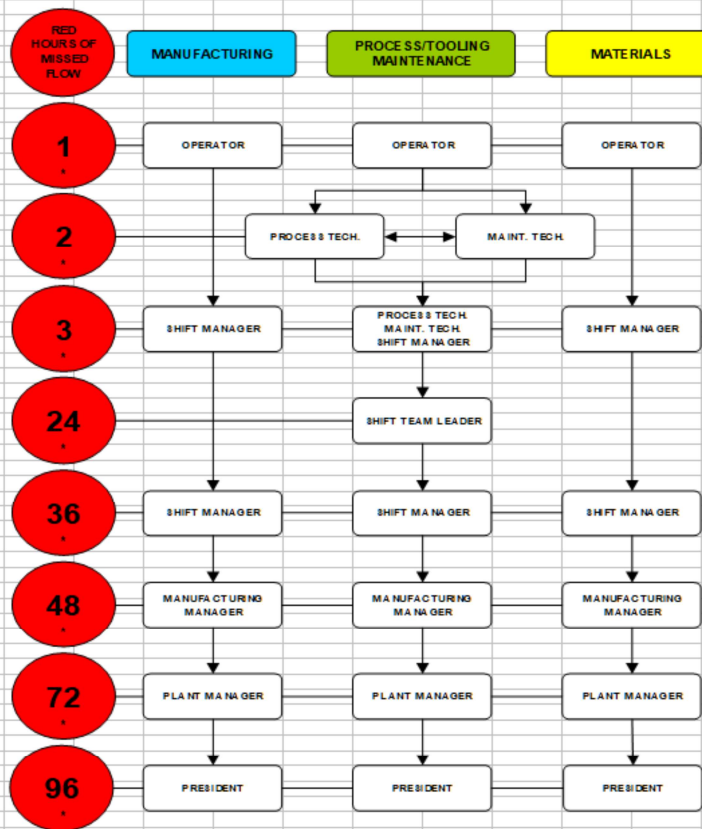
LINE #: <b>OMV 14</b>		MONTH: <b>JANUARY 08</b>										MISSED FLOW FAULT CODES MONTHLY DATA COLLECTION SHEET										
#	↕ 5Ms ↕	↕ RED DOTS OF MISSED FLOW IN 5M FACTORS ↕																				
MACHINE																						
1	SILO																					
2	MATERIAL HANDLING																					
3	BLENDER																					
4	EXTRUDER																					
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MEASUREMENT																						

Storyboard fault code data collection sheet.



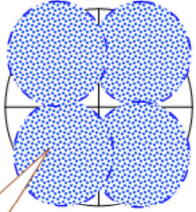
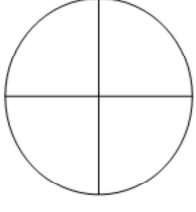
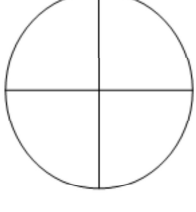
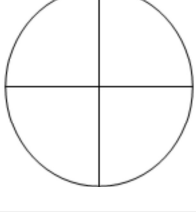
Storyboard hourly misses of production flow by production line, time, date and product type being run This document that I created allows us to breakdown our facts and data into discrete, discernable patterns of 'how' in elements of 'what' and periods of 'when' and 'how' often that characterize their occurrences.

# HELP CHAIN



At the first red hour the operator is responsible for getting the line back to flow (green dot)  
 After 2 consecutive red hours of missed flow the operator contacts either the process tech. or the maintenance or both if needed  
 This must be recorded in the note column on the case attainment sheet  
 After 5 consecutive red hours of missed flow should be called if it is an engineering issue  
 Continue the sequence until the line is restored back to flow (green dot) or until Mike Roeder is triggered in the help chain  
 \* No calls are to be made between the hours of 10:00pm and 7:00am - regular help chain only!

Storyboard Help chain sheet.

FAULT CODE	DATE OF ACTION ITEM	DESCRIBE ACTION ITEM	PERSON RESPONSIBLE FOR ACTION ITEM	ACTION ITEM COMPLETION TARGET DATE	ACTION ITEM PROGRESS
30	01 / 01 / 08	Replace light bulb above trim press	John Doe	01 / 14 / 08	
		PROGRESS NOTES: 01/01/08 Ordered light bulb			
		01/07/08 Received light bulb and will install on 01/12/08 Completed on 01/12/08			
	/ /				
		PROGRESS NOTES:			
	/ /			/ /	
		PROGRESS NOTES:			
	/ /			/ /	
		PROGRESS NOTES:			

Will use a 5/8" diameter ink dot marker tethered to the storyboard to block out progress segments

Storyboard action item register sheet.

LINE	11	TEAMS\$/SHIFTS	18.3
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- LAST MEETING REVIEW DATE: / /  
LAST MEETING REVIEW DATE: / /  
LAST MEETING REVIEW DATE: / /  
LAST MEETING REVIEW DATE: / /  
LAST MEETING REVIEW DATE: / /  
LAST MEETING REVIEW DATE: / /

7. ANY OTHER BUSINESS/WRAP UP					
LAST MEETING REVIEW DATE: / /					
ACTION ITEM	PERSON/S RESPONSIBLE INITIALS	ACTION ITEM TARGET DATE	ACTION ITEM PROGRESS	COMMENTS	
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			

MCLearn Support Team/CRM Project - 2017 Small Group Work Meeting - Ongoing Meeting Agenda Action Log up to the CRM Live 11 QBR - Teams 1 & 2 only

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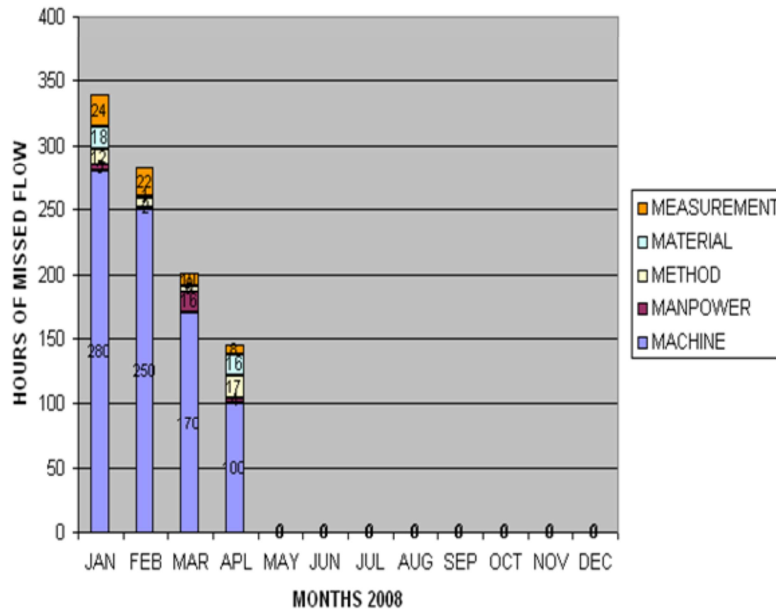
**TOTAL MONTHLY HOURS OF MISSED FLOW DATA ENTRY TEAM 1 LINES 1 - 5**

**HOURS OF MISSED FLOW**

5Ms	MEASUREMENT	24	22	10	8	0	0	0	0	0	0	0	0
	MATERIAL	18	1	0	16	0	0	0	0	0	0	0	0
	METHOD	12	7	5	17	0	0	0	0	0	0	0	0
	MANPOWER	5	2	16	4	0	0	0	0	0	0	0	0
	MACHINE	280	250	170	100	0	0	0	0	0	0	0	0
		JAN	FEB	MAR	APL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		MONTHS											

Do not enter or delete any data in these cells. Data is entered automatically

**TOTAL MONTHLY HOURS OF MISSED FLOW TEAM 1 LINES 1 - 5**



Select, print and post this chart on the 'CHECK' segment of Line Technician training dashboard

Storyboard long term effectiveness tracking data collection and reporting sheet.