

- 1.0) The provisions of this bulletin may be called out on a drawing. They may be similarly called out on the shop order. The Engineering Department may also refer to the provisions of this bulletin for production test lots.
 - 1.1) The procedures detailed herein have been established to provide a documented record of the manufacturing procedures that have been incorporated into the production sequence, for each lot. Also, this procedure will provide a guideline for the lot control requirements of each part.
- 2.0) A production packet will be prepared for each shop order or lot, when that shop order, the specified drawing, or the Engineering Department calls out the provisions of this bulletin. If such a call out has been made, a packet will accompany all affected parts in production at all times.
 - 2.1) At a minimum, this packet will include a copy of the PERMACO LOT CONTROL (form LC-02) and a copy of the part drawing. The packet will be enclosed in a clear plastic jacket so that the contents can be kept clean, legible and visible at all times.
 - 2.2) A packet will be prepared for each lot or sub-lot of parts in production. Each lot or sub-lot will be sequentially identified on each enclosure in the packet. In order to expedite production, a foreman may prefer to separate a production lot into two or more smaller lots. If this done, the foreman must see the person who is responsible for preparing a separate packet for each new sub-lot. All records in each packet must indicate that this division has been made and identify each sub-lot. A complete history of each lot or sub-lot must accompany the parts.
 - 2.3) The combining of lots or sub-lot is not permitted at anytime.
- 3.0) Each operator will enter the information requested in each column for each operation. Information may be entered on as many lines as required.
 - 3.1) A second page may be started if additional space for information or operations is required for the lot.
 - 3.2) Each operator is encouraged to enter comments pertinent to the operation they are performing. Examples listed on the PERMACO LOT CONTROL form LC-02 are furnished as a guide to the type of information desired and not intended as the only information that may be furnished.
- 4.0) Missing or incomplete PERMACO LOT CONTROL form LC-02 records for any lot or sub-lot may be considered as nonconforming material. In such cases, the provisions of SQC-110-00 paragraphs 2.2 and 2.3, or 3.2 and 3.3, shall apply.