

<b>James Walker</b>	<b>Profile Cutting</b>	<b>Date:</b> Oct 02, 2018 Reaffirmed 2023	<b>Rev:</b> 7	<b>Page:</b> Page 1 of 2	<b>Document No:</b> QPD05 <b>Approved by:</b> Unit 4 Manager
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**REASON FOR UPDATE:** Owner change and reviewed to bring in line with current practice

**ASSOCIATED DOCUMENTS:** FMP Ref: [FMP 22](#), [FMP 23](#)  
OPI Ref: [OPI 05](#), [OPI 06](#), [OPI 08](#)

1. **PURPOSE**

1.1 To provide a procedure for Profile Cutting.

2. **SCOPE**

2.1 This document applies to all those involved within the Profile Cutting team.

3. **RESPONSIBILITY**

3.1 The Unit 4 Shift Manager is responsible for updating and communicating the details within this procedure.

4. **PROCEDURE**

Stage	Action Points
Receipt of Discrete Job & Drawing	1. Planning Department release DJ to manufacture complete with drawing.
Suitable Material and is there any available?	2. Correct material grade and thickness. 3. Quantity/size of cut-offs available.
Order Material	4. DJ is passed to Purchasing to order material (see FMP 23) and linked to the DJ via oracle. 5. Internal DJ raised for material to be supplied internally and cross reference Order No with DJ
Issue Material	6. Material issued with full identification recorded on Discrete Job 7. Free issue Material (see OPI/05) 8. Material handler's stamp entered on Discrete job. 9. Cut sample for quality check if required.
Material received for specific customer/order.	10. Tie material up to DJ (Carry out material WIP transaction in Oracle for externally purchased items.) 11. Transfer batch No(s) etc. to DJ and issue both material & DJ to shop floor.
Material received for stock.	12. Identify stock with Batch No. etc. and store.

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<b>Water Jet Cutting/Knife Cutter</b>	13. Pure or abrasive water-jet machine/knife cutter.  14. Consideration of drawing tolerances.  15. Consideration of quality of cut-off material available.
<b>Existing Cutting Tool</b>	16. Range of steel cutters/lead pairings available.
<b>Cut Sample for Quality Check</b>	17. Visual/dimensional check of "first-off" sample against order/drawing requirements.  18. Use of JW Std 200.008 and other relevant standards if required.  19. "Repeat Item" system (see OPI/06)  20. Inspection Stamp on Discrete Job to confirm approval for bulk production.
<b>Finishing Operations</b>	21. Includes laminating, coating, chamfering, butt and/or dovetail joining etc.
<b>Quality Check</b>	22. Visual Inspection to JW STD 200.008  23. Quantity check  24. Special quality check per particular customer specifications.  25. Inspection stamp on Discrete Job to signify approval.
<b>Packaging</b>	26. Packing as required on DJ.  27. Special Packaging to BS 3F69/ BS 3574 if applicable, done in despatch. (See OPI/08)  28. Print product labels and attach to goods.  29. Stamp.  30. Forward to Despatch Department.