



*Providing clients with effective business and quality improvement services that produce results, reduce risk, and promote future opportunities.*

## BQS, LLC

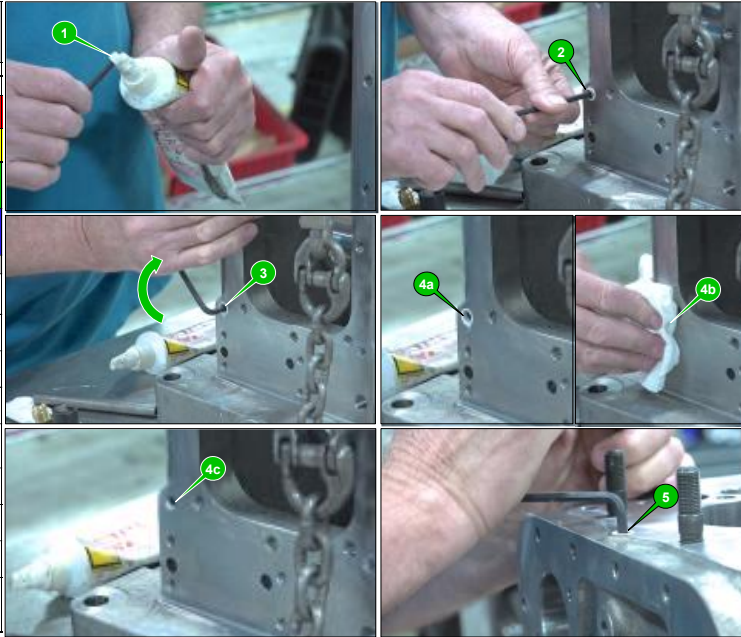
- PRINCIPLED
- KNOWLEDGEABLE
- EFFECTIVE

# Work Instructions

## Features

- Deliverables can include: Pictorial Instructions, Training Video, Control Plans, Competency Testing
- Safety and CTQs can be added as identified by Customer
- 4K video available
- BQS can provide: Videographer, Video Equipment, Processing into Work Instruction and / or Training Video, SMED breakdown
- Videographers trained to ask questions until they feel comfortable with process; helps to ensure required data are captured

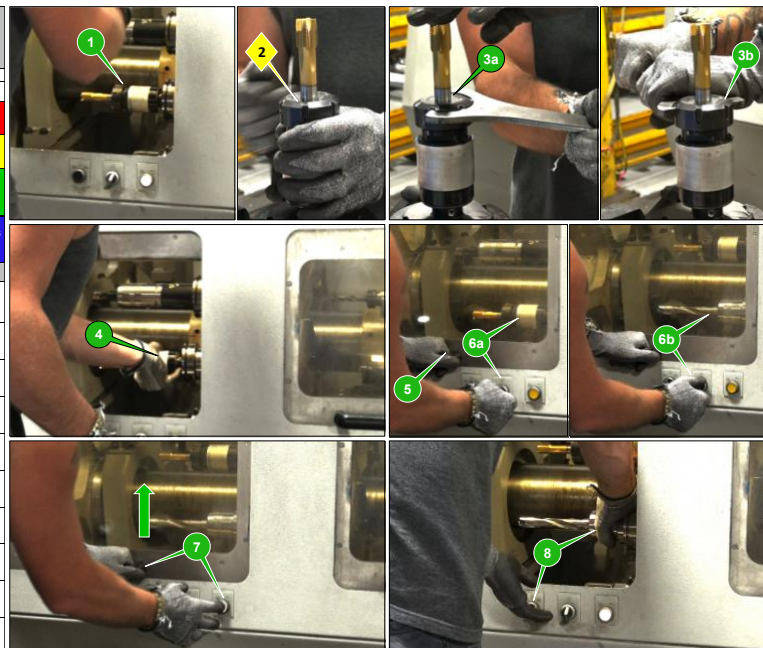
Engine Assembly		
Process ID	Rev	Page
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<b>CTQ</b>	<b>Critical to Quality</b> - Operator must check a critical process at this step.	
<b>STQ</b>	<b>Significant to Quality</b> - Operator will visually or manually check a characteristic at this step.	
<b>WORK CONTENT</b>	Work Content - The work to be performed at this step.	
<b>SAFETY STEP</b>	Safety Step - Operator must ensure that indicated safety precautions are followed at this step.	
Step	Description	
	<b>Install Cap Plugs</b>	
<b>NOTE</b>	PPE: Safety Glasses & Steel Toe Shoes required	
<b>NOTE</b>	Cap Plugs must be installed <b>AFTER</b> engine has cooled.	
1	Insert 0.125" Plug onto end of Allen Wrench & apply 592 Loctite to Plug.	
<b>NOTE</b>	Verify Date on Shelf Life Tag is current. Notify supervisor of missing tags or expired dates.	
2	Insert Plug into Case.	
3	Tighten into place with Allen Wrench, until snug.	
4	Wipe off excess Loctite with clean towel.	
5	Repeat the previous steps until all 9 of the 0.125" Cap Plugs have been installed. (NOTE: These are permanent Cap Plugs that will not be removed during the life of the engine.)	



## Benefits

- Allows customers to document infrequently run or critical/high risk jobs with minimal internal resources
- Pictures captured directly from video ensures training video and work instructions are from same source
- Video may also be used for SMED information
- Video capture allows for an entire process to be recorded and processed at a point in the future... excellent for handing off knowledge from retiring employees

Changeover & Tool Inspection		
Process ID	Rev	Page
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<b>CTQ</b>	<b>Critical to Quality</b> - Operator must check a critical process at this step.	
<b>STQ</b>	<b>Significant to Quality</b> - Operator will visually or manually check a characteristic at this step.	
<b>WORK CONTENT</b>	Work Content - The work to be performed at this step.	
<b>SAFETY STEP</b>	Safety Step - Operator must ensure that indicated safety precautions are followed at this step.	
Step	Description	
	<b>Changeover &amp; Tool Inspection (cont.):</b>	
<b>NOTE</b>	PPE: Safety Glasses, Steel Toe Shoes & Safety Gloves required	
1	Remove the first Tool.	
2	Inspect each Tool.	
3	Install new Insert into Tool if necessary.	
4	Reinsert Tool back into Fixture.	
5	Close the Door.	
6	Turn the Switch to advance to the next Tool.	
7	Press the Door Button & open the Door.	
8	Press the Release Button to release the Tool.	



Quality System Services: ISO 9001:2015 • 14001:2015 • 45001:2018 • AS9100D • Nuclear Problem Solving / RCA: 8D • CQI-20 & 21 (Best Practice) • Six Sigma • A3 • FMEA  
 Goal Deployment Process; X-Matrix • Targets-To-Improve • KPI • Action Plans  
 Process Controls: Visual Methods • Control Plans • APQP • PPAP • Layered Process Audits

Visit **BQS, LLC**

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