TOP CRAFT TOOL INC.

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QUALITY CONTROL PROCEDURES

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The quality manager will perform the following duties on all tools and gages in the inspection room.

1. All gages will be calibrated every (3) three months and tagged with a certification decal & logged by Serial #.
2. Each gage or tool will be logged in a book to verify when gage has been calibrated.
3. All gages will be checked in different range of gage to verify gage is correct.
4. All Master Gages & Surface Plate used for Calibration will be certified every 2 years that are traceable back to NIST standards and logged.
5. All finished parts shall be placed in the Quality Control Room for final Inspection. If part is to large for QC room the quality manager will tag part when inspected.
6. All parts being inspected will require an inspection report with each job prior to shipping.
7. All parts that are approved by the Quality Manager will be stamped on the inspection report.
8. All sensitive materials will be dated and checked every (3) three months for expiration.
9. All machines that have readouts will be calibrated & decaled once a year by an outside source and reported to the Quality Manager & logged

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Cleaning & Calibration Methods

1. **Inspection Stamps:**
   - Every (3) three months clean stamps
   - Make sure ink is refilled
   - Stamps are located and locked in designated place

2. **Gauge Block:**
   - Every (3) months gauge block is to be checked for dings, dents and dust
   - If found disformed a OOC sticker must be placed on block until it is destroyed
   - Every (2) years blocks must be sent out to be recertified

3. **Height Gage:**
   - Every (3) months gage will be calibrated and tagged with certification decal & logged by serial #
   - The comparison of M&TE to a known standard (certified gage blocks, traceable to a national standard) encompassing the range of the gage will be used (3 dimensions) to ensure accuracy
   - If gage is not correct a OOC sticker must be placed on block until it is destroyed
   - Wipe down riser rails
   - Make sure that the gage is free of dings, dents and dirt
   - Clean dial ring
   - Check locking lever
   - Wipe off bottom surface

4. **Depth Micrometers**:
   - Every (3) months micrometers will be calibrated and tagged with certification decal & logged by serial #
   - The comparison of M&TE to a known standard (certified gage blocks, traceable to a national standard) encompassing the range of the gage will be used (3 dimensions) to ensure accuracy
   - If depth micrometer is not correct a OOC sticker must be placed on block until it is destroyed
   - Depth micrometers must be cleaned
   - Make sure the following is free of dings, dents, dirt, and steel shavings
   - Spindle
   - Flat Surface
   - Outer Sleeve
   - Thimble
   - Make sure locking lever is working properly
5. **Slot Micrometers**:
   - Every (3) months slot micrometers will be calibrated and tagged with certification decal & logged by serial #
   - The comparison of M&TE to a known standard (certified gage blocks, traceable to a national standard) encompassing the range of the gage will be used (3 dimensions) to ensure accuracy
   - If slot micrometer is not correct a OOC sticker must be placed on block until it is destroyed
   - Slot micrometers must be cleaned
   - Make sure the following is free of dings, dents, dirt, and steel shavings
   - Spindle
   - Outer Sleeve
   - Thimble
   - Make sure the carbide tips are not bent
   - Make sure locking lever is working properly

6. **Indicators**:
   - Every (3) months Indicators will be calibrated and tagged with certification decal & logged by serial #
   - The comparison of M&TE to a known standard (certified gage blocks, traceable to a national standard) encompassing the range of the gage will be used (3 dimensions) to ensure accuracy
   - If indicator is not correct a OOC sticker must be placed on block until it is destroyed
   - Indicators must be cleaned
   - Make sure the following is free of dings, dents, dirt, and steel shavings
   - Make sure the tip of the shaft is not bent
   - Make sure that the dial rotates properly
7. **Rockwell Tester**:
   - Every (2) years Rockwell tester must be sent out for certification and tagged with certification decal & logged by serial #
   - Must be cleaned every (3) months
   - Make sure dial ring is clear and moves freely
   - Make sure V-Block and flat plate is free of dirt
   - Make sure it is not scratched or dinged
   - Log all cleaning dates
8. **Surface Plate**:
   - Surface plate must be calibrated every (2) years by an outside source and logged by serial #
   - Must be cleaned periodically depending on how much use the plate receives

9. Shadow Graph

- Shadow graph must be calibrated every (12) months
- The comparison of M&TE to a known standard (certified gage blocks, traceable to a national standard) encompassing the range of the gage will be used (3 dimensions) to ensure accuracy
- Must be cleaned periodically depending on how much use the shadow graph receives
- Clean glass and dial ring off with windex
- Make sure all levers and knobs move freely
- Make sure light is working properly
- If it does not work, change light bulb
- Make sure magnifying glass is clean and scratch free