FC 015 Raising Job Cards Start Identify job card requirements from a review of the PDMS open oders" control panel. If product is to be supplied for first time check and ensure it is OK to proceed. **PDMS** Open order control panel **PDMS** Schedule Advise relevant people OK to and resolve. Update proceed? schedule and flag as appropriate Yes **PDMS** Schedule Check stock & other job card qty's o/s & other demands for same part Cancel job card and ensure PDMS schedule correctly updated. Re use JC number. FC004 Credit Checks OK Yes to proceed? Address and resolve issues and/or esculate as appropriate. Update PDMS Schedule Determine JC Qty taking into account need for any quantity for stock and raise Computer JC and print. No No JC Issues Approved can be resolved? for issue? Yes Yes Job card issued to production & transferred

to PMS

PMS

PDMS

Objectives

To ensure that all job card requirements are properly and accurately recognised and raised on a timely basis.

To ensure that job cards are only raised for mouldings that are properly required and approved or where concessions exist for quantities that are covered by the concession.

To ensure that we give due regard to the credit exposure associated with the raising of job cards.

To ensure that account is taken of any stock requirements, other job card quantities outstanding and other demands for the same product.

Due regard is given at the time the job card is raised (but not only at that time) to the availability of material and masterbatch.

Care is applied to ensure the accuracy of the job card and the underlying product record.

Job cards are accurate and correctly show and only show the preferred materials, acceptable alternatives and mixes and take account of the likely availability of materials and the correct mastebatch nominal and specific dosage levels.

Materials used are consistent with Specification.