



**MCA-QP7500
Baseline and Part of
MCA-P9.1 Incorporated
26 February 2002**

**Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325**

MCA QUALITY PROCEDURE

CODE 884

PRODUCTION MANAGEMENT PROCESS

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)
S. H. FOREMAN
Commander, Maintenance Center, Albany

26 February 2002
DATE

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 884		
PRODUCTION MANAGEMENT PROCESS	MCA- QP7500	Revision: Baseline
	Date: 26 February 2002	Page 3 of 4

BOMs, process studies or routes are noted. Program Management is contacted for corrective action. Depending on the urgency of RDD, the planner may temporarily modify the work order routes as needed pending completion of the corrective action by Program Management. The routes are soft allocated to work orders. The work order is approved for charges. Completed work order is released.

4.3. Material Allocation. Availability of materials is reviewed against on-hand and on-order inventory. If any of the required materials are not either on-hand or on order, it is ordered on an expedited basis. Material on order is expedited as needed to meet the schedule. When all materials are on-hand, they are hard allocated to the work order. Pick lists are printed, notated and routed to appropriate warehouses.

4.4. Material Issue. Upon arrival at the warehouse, the material is pulled and delivered to the designated work center per MCA-QI7550-PR0005.

4.5. Work Execution. Work order is associated with the asset to be worked. Asset is moved to Shop queue along with associated materials. When fabrication is required, drawing package is made available. Work progress is monitored to ensure RDD requirements are met. Work Center capacity is reviewed and adjusted as needed. This process is described in I-Work Center Capacity Review and Adjust flow chart (See Process Map). Upon completion of work at a work center, Compass Contract system is updated. The asset is moved to the next work center.

4.6 At appropriate stages as specified in the WO, the asset characteristics are inspected to ensure that customer requirements and product characteristics conform to SOW requirements. Evidence of conformity with appropriate criteria is documented by the certified product/quality inspectors. Final work center and Acceptance Inspections are conducted per the provision of MCA-QP8240 (previously P10.1) and in accordance with F-Up front Inspection flow chart. Any nonconformance material discovered during the inspection process is handled per MCA-QP8300 (previously P13.1)

4.7 Work Order Close-Out. Upon completion of entire work order, the asset is receipted for inventory or moved to the next higher assembly. The Compass system is updated. Excess material is returned to appropriate storeroom. Upon receipt at the storeroom, the inventory records are updated. The work order is credited with the returned material.

4.7.1 Program Management is alerted that the work is completed through the green tag process. A Material Release Authorization notice is generated and sent to FSC.

4.7.2 FSC inspects the asset for acceptability. Upon satisfactory inspection, the asset is transferred to FSD. Otherwise, a QIR is generated and routed to Quality Assurance for processing in accordance with MCA-QP8520-BN 00044; a rework order is generated, the asset is repaired and re-inspected per the original SOW specifications.

4.8 Production Measures. Periodically upon request by senior management, processes are selected randomly for assessment. This process is done per H-MRP II Process/Procedure flowchart. Routes, BOMs, and methods are updated. Alternately, as part of Theory of Constraints (TOC) LOGBASE Best Business Practices initiatives, workflow is optimized, routes and process studies are updated accordingly. Compass system is updated accordingly.

5. NOTES. None

6. DATA, FORMS AND REPORTS. None.

7. QUALITY RECORDS. Records are maintained in accordance with MCA-QP4240.

Work Orders

Storage Location: Compass Contract

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**Maintenance Center, Albany Quality Procedure
Code 884**

PRODUCTION MANAGEMENT PROCESS	MCA- QP7500	Revision: Baseline
	Date: 26 February 2002	Page 4 of 4

Indexing: By work order number/serial number/project name, etc.
Access: Compass Contract Account Holders
Filing: As generated
Storage Medium: Electronic
Maintenance: Compass Contract
Disposition: Deletion from Database
Retention: Indefinite

8. FLOW DIAGRAM. None.