

“Managing for Immediate Results”

Example

Order of Operation: Cutting/Sawing

Result: To exceed customer expectations by precisely cutting counters and splash

Responsible Position: Sawyer

Summary: The sawyer is responsible for accurately and efficiently cutting all counters and splash in accordance with supplied templates and dimensions by executing the following procedure.

Order of Operation:

1. Clean slab to be cut with acetone
2. Check entire slab to locate blemishes and defects (haze, pits, fissures)
3. Circle blemishes and defects with white china marker
4. Layout templates avoiding blemishes, tape, and mark with sharp pencil (if blemishes cannot be avoided, get manager’s approval)
5. Confirm joint color match and veining flow (get managers approval if quality is in question)
6. Cut counters to pencil line and splash to exact dimensions
7. Label pieces with edge, job name, and piece #'s
8. Label splash edges and ends to polish and piece #'s
9. Put sink piece on yellow cart for rodding, other counters on cart, and splash on polishing rack.
10. Place templates with pieces on carts and move cart into CNC bay

I agree to execute and follow the above procedure and to notify my manager of any instance where I will be unable to perform them as directed.

Signed _____ Date: _____

“Managing for Immediate Results”
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Order of Operation: _____

Result:

Responsible Position:

Summary:

Order of Operation:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
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- 14.
- 15.
- 16.

I agree to execute and follow the above procedure and to notify my manager of any instance where I will be unable to perform them as directed.

Signed _____ Date: _____

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Checklist: Cutting/Sawing

Job Name: _____

- Pieces are cut to fit templates and supplied dimensions
- Pieces are free from blemishes (pits, haze, fissures)
- Color match and veining flow meet company standards
- Sink Piece and template are in laminating department for rods with template
- Counters are labeled and are on cart in CNC bay with templates
- Splash is set and labeled in finishing bay

- **Job is fully cut and ready for next stages of production**

Signed: _____ Date: _____

“Managing for Immediate Results”
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Checklist: _____

Job Name: _____

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Signed: _____ **Date:** _____