**0.0 Revision Log**

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| Revision Log | | | | | |
| Revision Level | Revision Date | Section | Description | | Revised By |
| REL | 21Jan2014 | ----- | Initial release | | ja |
| A | 20Feb2015 | 0.0, Header, Footer | Added 0.0 rev log; Renumbered per new scheme (was PC-WI-301) | | drw |
| B | 17Mar2016 | 6.0 | Added storage location information | | ja |
| C | 1Nov2016 | Header, 4.0 | Changed WI Name, update ref. info | | ja |
| D | 09/0/2018 | All | 1. Change Title  2. Consolidate Form to Excel on one document and Add Program Information Sheet, Safety Assessment Sheet, Ergo Design Checklist Level 4 ,.0 – 4.2 Checklist | | MG |
| E | 30May19 |  | Add Reference to ISO 26262 | | BP |
| F | 02/08/2022 | All | , Reformat of X301 process to align to Global standard in lieu of general category. Reduced process form 4 level to 3 level process and consolidated to one document in lieu of separate tabs | | MG |
| G | 12/1/2023 | Header | Replaced GHSP logo with newer version. | | BB |
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| Approval: | | CN: rsun-hwu | | MX: om | |
| US: ja | | Other (as req’d): drw | |

**1.0 Purpose:**

* 1. This work instruction describes the basic flow in preparing and completing the 3 Phased Production Equipment Lessons Learned Safety, and Ergonomic Checklist.
  2. The purpose of this procedure is to provide a guideline to ensure that all factors of Equipment Capability, Ergonomics and Safety are considered during the design, construction/implementation, and Audit Phases (Audit Phase = Post Launch Process Change, Annual Audit or Service).

1. **Scope:** 
   1. This procedure applies to all processes at GHSP fulfillment locations including Launch, Serial Production and Service.
2. **Definitions:**
   1. Advanced Process Engineer: Process Engineer, Build Services Manager, Process Manager
   2. Plant HR, Technical Services Manager, and Plant Mfg. Engineer
3. **References:**
   1. CP-FORM-X301-Global Production Equipment Safety Ergonomic and Delivery Checklist. With tabs as follows:
      1. Revision Tab
      2. Program information Sheet
      3. X301 Assessment Sheet
         * Level 1.0 Checklist-Design Phase (MRR2, PDP Phase 3)
         * Level 2.0 Checklist-Construction/Implementation Phase (MRR3/4/5, PDP Phase 4/5)
         * Level 3.0 Checklist- Audit/Program Life Phase (Post Launch Procedures)
      4. Ergonomic Design Checklist- All Levels
      5. Light Curtain Distance Assessment – All Levels
      6. ISO 26262-7 2011 Section 5 and 6 International Standard.

**5.0 Method:**

* 1. **Program Information Sheet** – Advanced Process will initiate and complete the required documentation including approval verification by phase requirements. Signed copies of each level approval shall be stored as defined section 6.0 Records.
     1. Advanced Process Engineer is responsible for Level 1 – 2
     2. Facility Engineering (Production and Service) – Technical Services Manager or Designate is responsible for Level 3 – Audit / Program Life including service
  2. **X301 Assessment Document**
     1. **Level 1.0 Design** - Advanced Process Engineer will initiate and perform the required documentation to complete the Lessons Learned, Safety and Ergonomic Delivery Checklist for each level.
        + Approval Requirements – Launch and Facility representation is defined in the document and requires signoff at each level to meet MRR and PGR requirements.
     2. **Level 2.0 Construction / Implementation Checklist** - Advanced Process Engineer will initiate and perform the required documentation to complete the Safety, Ergo, Machine Install Checklist for each level.
        + Approval Requirements – Launch and Facility representation is defined in the document and requires signoff at each level to meet MRR and PGR requirements.
     3. **Level 3.0 Audit/ Program Life Checklist** – Program Life - Technical Services Manager or Designate will initiate and perform the required documentation to complete the Lessons Learned, Safety and Ergonomic, Delivery Checklist at each of Level – Program life annually or as change occurs.
        + **Frequency Requirement – Review and update shall occur annually and or as change occurs throughout program life. Duplicate Column with audit date**
        + **incorporated for each audit complete to maintain history.**
        + Approval Requirements – Launch and Facility representation is defined in the document and requires signoff at each level to meet Production operations requirements.
  3. **Ergonomics Design Checklist** – Advanced Process Engineer will initiate and complete review with safety engineer to ensure all GHSP ergonomics requirements are achieved according to GHSP requirements. A new or reviewed copy of this document shall be completed at all levels or change of condition to confirm Ergonomic requirements are achieved.
     1. Advanced Process Engineer is responsible for Level 1 – 2
     2. Technical Services Manager or designate is responsible for Level 3 – Audit / Program Life including service.
  4. **Safety Assessment Sheet** – Advanced Process Engineer will initiate and complete review with Safety Engineer to ensure all GHSP safety requirements are achieved according to global equipment standards. A new or reviewed copy of this document shall be completed at all levels or change of condition to confirm safety requirements are achieved.
     1. Advanced Process Engineer is responsible for Level 1 – 2
     2. Technical Services Manager or designate is responsible for Level 3 – Audit / Program Life including service

1. **Records:**
   1. CP-FORM-MFG-X301-Global Production Equipment Safety Ergonomic and Delivery Checklist shall be stored in Share Point as defined below.
   2. Store scanned and/or signed copies of Program Information Sheet with Approval Signatures within the same file structure.

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| **Document Name** | **Storage Location** |
| Proj # 10833  Example: 10833- CP-FORM-MFG-X301- Global Production Equipment Safety Ergonomic and Delivery Checklist | Share Point / Project # / Manufacturing / Advanced Processing / Deliverables / CP-FORM-MFG-X301-Global Production Equipment Safety Ergonomics and Delivery Checklist. |