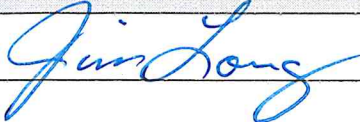


Title:	<i>MIG and Torch Tip Issuance</i>		
Policy No:		Revision Date	Implementation Date:
Approved By:		Date Approved:	
		03-24-2017	

1. PURPOSE

To reduce the waste and misuse of consumable materials that are directly associated with MIG welders and burning torches.

2. SCOPE

This procedure applies to the issuance of MIG tips and burning torch tips and the replacement and return of such items.

3. DEFINITIONS

NONE

4. RESPONSIBILITIES

The responsibilities below only pertain to policy and procedure herein developed. However, all employees should be familiar with the contents of this policy.

Employee (receiver) – The employee is responsible for maintaining accountability for the equipment issued and exchanging or returning as required.

Tool Room Attendant – The tool room attendant is responsible for issuing equipment mentioned within this policy and ensuring exchange or return is performed as stated within this policy.

Human Resources – Upon hiring of any new employee, the Human Resources department shall make this policy known to the employee.

5. POLICY/PROCEDURE

5.1 Each **welder** will be issued their own MIG tip, nozzle and insulator beginning at the implementation of this policy or upon hiring.

5.2 Each **fitter** will be issued burning torch tips sizes #1- #6 along with a halo beginning at the implementation of this policy or upon hiring.

5.3 As the tip, nozzle, and insulator are used to the extent of effectiveness, the employee will bring the used item to the tool room for a new item of the same type (this is for both the welder and fitter).

5.4 If the employee requires one of the above-stated items but does not have an item to exchange, the employee must then purchase the item through payroll deduction.

5.5 Upon termination or end of contracted period of employment, the employee must return all employer issued items to the tool room.

6. ADMINISTRATION

6.1 Tool Room Supervisor and Operations management are tasked with implementing and ensuring all portions of this policy are followed.