

<b>Manual: M&amp; NE Reber Machine Shop Procedures Manual</b>		
<b>Title: Work Request Procedure</b>	<b>Rev: 1</b>	<b>Date: 10/14/2005</b>
<b>Procedure #: MS004</b>	<b>Page: 1 of 1</b>	<b>Initials:</b>

**Description:** The purpose of this document is to define the proper procedure for requesting machining time/ work by the machinist in the Reber Graduate Machine Shop.

**Scope:** This procedure is for use by anyone requesting machinist time or stock materials, in the Reber, Graduate Machine Shop.

## **Machine Shop - Work Request Procedure**

When requesting machinist time the following procedure must be followed.

1. Complete form MS005 (Machine Shop Project/ Work Request Form)
2. Attach drawing or data medium(CADD Drawings) to MS005 Form with following info on drawings
  - a. Name.
  - b. Telephone number.
  - c. Email address.
  - d. Materials needed to fabricate part.
  - e. Hardness desired, if heat treating is required.
3. Place completed forms in pouch and attach to materials. (if applicable)
4. Discuss project with machinist.
  - a. Date of completion (Estimate)
  - b. Machining time & cost estimate.
  - c. Materials cost estimate. Materials needed, sizes, material grades.
  - d. Expectations of machinist by **requester**.
  - e. Expectations of requester by **machinist**.
  - f. If requester will perform any programming, machining, post machining assembly.
  - g. Training needs etc.
  - h. Contact information, correct completion of forms.