

**Ameritube LLC**  
**1000 N. Hwy 77, Hillsboro TX 76645**

Revision Level:  
A

Procedure No.  
SOP 805

Revision Date:  
10/1/2015

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**Drawbench Operator Training**

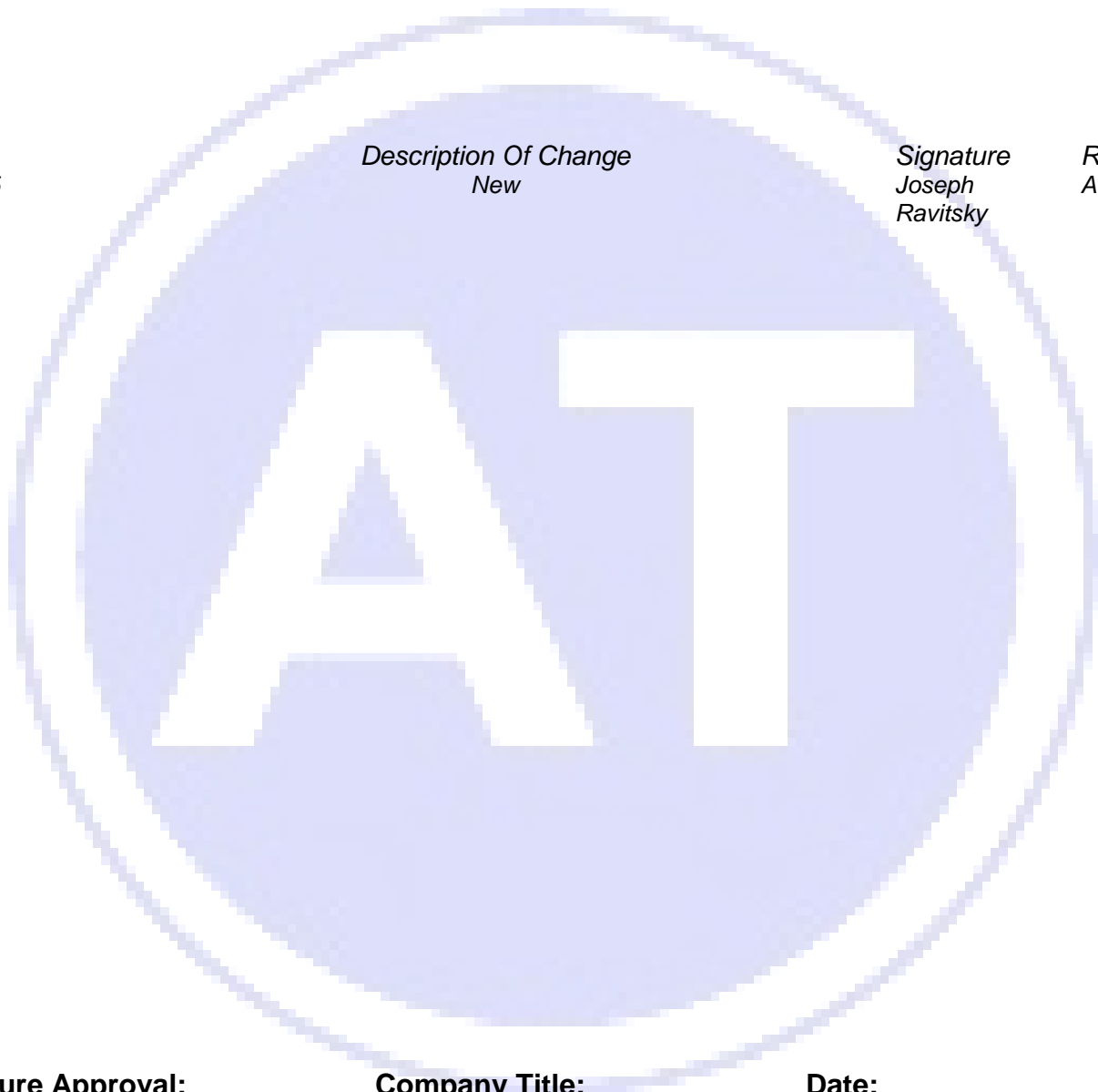
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*Date*  
10/1/15

*Description Of Change*  
New

*Signature*  
Joseph  
Ravitsky

*Rev. Level*  
A



**Procedure Approval:**

**Company Title:**

**Date:**

President

6/20/2012

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## 1. Scope and Objectives

- 1.1. This procedure defines the activities required for establishing and maintaining the training process for the QMS and additionally identified training requirements
- 1.2. The objective of the training procedure shall be to ensure that all Ameritube LLC personnel receive adequate training that enables them to use the QMS or other training objective effectively.
- 1.3. The result of the training process shall be informed Ameritube LLC personnel capable of selecting and following appropriate procedures that allow them to improve product quality and improve the overall effectiveness of the QMS.

## 2. Applicability

- 2.1. This procedure applies internally to:
  - 2.1.1. all Ameritube LLC personnel
- 2.2. This procedure applies externally to:
  - 2.2.1. suppliers providing special processes to Ameritube LLC

## 3. Related Documents

- 3.1. QM-001, Quality Manual, Section 6.2.2, Competence, Awareness and Training
- 3.2. SOP 800 General Training, SOP 801 Traveler Training, SOP 802 Tag Training, SOP 803 Micrometer & Measurement Training
- 3.3. All appropriate Ameritube LLC documentation
- 3.4. All appropriate Ameritube LLC Work Instructions
- 3.5. All appropriate machine and software supplier documentation
- 3.6. Training Documentation Form
- 3.7. Annual Review form
- 3.8. Certificates of Completion

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#### 4. Procedure

##### Prior Mandatory General Training

1. New employees are trained on SOP 800, SOP 801, SOP 802 and SOP 803 prior to any further training.
2. Ameritube operators must understand that it is their responsibility to bring any issues or problems to management attention. Mixed grade bundles, mixed wall thicknesses, tubes separated from their tags, and other mistakes that may result from carelessness in the plant must be caught by the operator. This issue must be made clear to every operator.

##### Draw Bench Operator Training:

3. Operator must understand the general electronic and air requirements of the machinery. Where the power is turned on and off, how the machine runs and what potential power hazards and safety hazards there may be.
4. Operator must be trained on the mechanical aspects of the machinery, the rods and the carriage. Operator must understand how to adjust the rods, pull out the carriage jaws, and how to check that the swinging arms are working properly. The operator must be able to spot potential problems and hazards with mechanical aspects of the equipment and be able to take those problems to the foreman.
5. Foreman and experienced operator must train the new operator on the electronic controls used to operate the machinery. This includes but is not limited to, how to roll the tubes on to the rods, use the switches, buttons and other operational controls of the equipment. This part of the process is crucial and must be demonstrated to the new operator and he must be carefully watched as he mimics the operations of the foreman and experienced operator. For further instruction refer to the operational guidelines at the station. Foreman and new operator must spend half an hour on this step.
6. Operator must have a full understanding and information on the hazards and care for the grease or oil used to lubricate the tubing during the draw process. He must now where it is stored, how to apply it to the tube, how to label it if a label falls off, and all information with the proper and safe handling of any oils or grease or other hazardous chemicals that may be used in the drawing process.
7. New operator must be trained on the upkeep and maintenance of the station. The cleanliness of the station must be stressed by the foreman and experienced operator. Operator must learn to remove and notice any obstacles, improperly placed items, and misplaced tubing around his area.
8. Drawing Work Order



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- a. Explain the heading and all customer and job data at the top of the work order
- b. Explain the incoming and outgoing information
- c. Explain the recording of the bundle information and the inspection of either every tube or every five tubes depending on job instructions.

### Draw Bench operator shadow training:

1. Draw Bench Operator must go through one week of shadowing an experienced Draw Bench Operator before he may work on the furnace alone. The experienced Draw Bench Operator may choose to have the new operator shadow an experienced operator for longer. It is crucial that the new operator work with and find a mentor in an existing experienced operator. This mentor will be and someone who can be a source of information and advice.
2. New Draw Bench Operator must be randomly checked periodically and tested on the things that he learned in the training by the supervisor.

### Comments, Suggestions, Changes:

The procedure detailed here has been approved by the plant manager and personnel. For any future changes, comments, or other suggestions, please see plant manager so that the procedure may be updated if necessary.