

Measures for the management of tooling and fixtures

工装治具管理办法

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1 Purpose and scope/目的和适用范围

In order to standardize the application, production, distribution, transfer, repair, maintenance, maintenance and other processes of fixtures, and facilitate the development of fixtures in various departments.

Applies to all activities of fixtures in all departments, including suppliers' offices.

为规范和规定治具的使用和管理，提高治具的用率和使用效率，确保生产安全和生产质量。

本规范适用于公司内所有治具的使用与管理。

2 Reference document/参考文件

基础设施控制程序

3 Abbreviations and Definitions/缩略语与定义

3.1 Abbreviations/缩略语

N.a

3.2 Definitions/定义

Tooling: A generic term for all auxiliary equipment/tools necessary for production, including baskets, turntables, carts, etc.

Fixture: A specialized tool or device, such as a testing fixture, utilized for clamping, transferring, assembling, and other processes in product manufacturing.

Auxiliary fixture: An auxiliary device that does not directly impact the product's size and shape, used for positioning, enhancing production efficiency, and assembly precision.

Testing fixture: An auxiliary inspection device capable of directly and swiftly determining if a product conforms to a specific quality characteristic.

工装：所有生产所需的篮具、转台、推车等辅助设备/工具的统称。

治具：如测试夹具等，专门用于产品制造过程中完成夹持、转移、装配等工艺行为的专用器具或装置。

辅助治具：非直接影响产品尺寸形状的用于定位、提高生产效率及组装精度的辅助装置。

检测治具：能直接快速判定产品符合某一质量特性的辅助检验装置。

4 Flow chart/流程图

N.a

5 Process & requirement/过程和要求

5.1 Assignment of Responsibilities/职责分配

Requirement department: responsible for the application and daily maintenance of fixtures

Process Department: Responsible for the design, new production, and maintenance of production demand fixtures, document maintenance, and formulation of operation specifications.

Procurement Department: Responsible for the procurement of fixture materials.

Quality Department: Audit the process of fixture activities.

R&D Center: Responsible for designing, developing, and transferring fixtures for the development of new product requirements.

需求部门：负责治具的申请及日常维护

工艺部：负责生产需求治具的设计、新制、维护，文件的维护及作业规范制定。

采购部：负责治具物料的采购。

质量部：对治具活动过程进行稽核。

研发中心：负责研发新产品需求的治具设计，制定，转移。

5.2 Demand Application/需求申请

When relevant departments (such as production, QC, etc.) have a demand for fixtures, the requester must fill out the "Fixture Demand Form" and submit it to the process engineer for review and identification of the rationality of the demand.

Among them, the "Fixture Requirements Table" should include the following applicable items:

- 1) Form number NO: 10 digits in total, date plus serial number: 2024061901
- 2) Requirements for demand categories of fixtures: process assembly, auxiliary fixtures, inspection fixtures, and others
- 3) The production department of the fixture
- 4) Instructions for the use of fixtures
- 5) Requirements for performance indicators of fixtures
- 6) Planned usage time

相关部门(如生产、QC等)若出现治具需求时，须由需求人填写《治具需求表》，提交至工艺工程师审核识别需求合理性。

其中，《治具需求表》应包含以下适用项目：

- 1) 表单编号 NO：共计 10 位，日期加流水：
2024061901
- 2) 治具的需求类别要求：工艺装配、辅助治具、检测治具及其它
- 3) 治具的制作部门
- 4) 治具的用途说明
- 5) 治具性能指标要求
- 6) 计划使用时间

5.3 Fixture specification formulation/治具规格制定

The process engineer designs the fixture and writes the Fixture Specification Book based on the Fixture Requirements Table, which includes the following applicable content:

- 1) Application of fixtures
- 2) Fixture specifications
- 3) Appearance image of fixture
- 4) Requirements for fixture assembly specifications
- 5) Other requirements for fixtures

工艺工程师根据《治具需求表》，设计治具并编写《治具规格书》，包含以下适用内容：

- 1) 治具用途
- 2) 治具规格
- 3) 治具外形图片
- 4) 治具装配规格要求
- 5) 治具其它要求

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/866001121125010213>