Digitized from Original MS Word Record: October 16, 2003

Recent, Current and Pending Work for Frank Elias	Job Number
10-16-2003	
Customer Survey:	
EaglePicher Slurry Sinter Action Items due 11-2-03	6015
Revise QC Manual to reference form numbers for QC tags and identify provision for periodic review of quality program	
Revise Mfg/QA traveler Op 85 to identify revision level of forms and update all applicable forms to exhibit EEI logo - Wanda updated forms	
Revise Calibration Manual to reference procedure for lost tools	
Perform slurry sinter contract review and produce compliance matrix to serve as input for Engineering Change Proposal to align capability with contract requirements	
NASA AS9100 Survey Action Items due 12-31-03	682
Respond to 36 “Findings” and prepare business for paradigm shift	
Coach “The Lean Machine” software provider to prepare for AS9100	
Prepare quality management system documents for AS9100	
Define methods to integrate infrastructure to support AS9100	
DMSP pre-award survey in November	682
Purchasing:	
Review and approve purchase requisitions only for deliverable supplies	681
Report revision level for each drawing and applicable specification	
Correct transposition errors on requisitions	
Identify Customer flow-down requirements on requisitions	
Identify additional MEPG requirements to reduce EEI expense at R&I	
Define Supplier documentation requirements for all deliverable supplies	
Determine Supplier approval status, maintain database of approved Suppliers and deliver Survey Form to select Suppliers	
Perform receiving inspections for all deliverable supplies	630
Report the quantity received, delivery date and quality of supplies (the need for a Supplier Rating system has not been determined for MEPG but is a requirement of AS9100)	
Measure dimensions, verify conformance to drawing notes, approve Supplier provided documentation and prepare 1st Article Dimensional Analysis Report when required	
Identify and deliver supplies to inventory control	
Configuration Management	681
Release Engineering Orders (EO) and maintain EO database	
Review and approve EO change requests to controlled documents (drawings, procedures, etc.) and orient affected personnel	
Assist Engineering to define drawing dimensions for manufacturability	
Determine latest Society Specification number for material notes on new and revised drawings – acquire spec	
Reproduce and distribute new and revised drawings and documents	

Produce documents for Purchasing	
Maintain MEPG and Customer document database	
Periodically backup Document Control Center (DCC) databases	
Quality Management / Quality Control	
Practice quality management daily using resources such as journals, magazines, newsletters, books, training media and practical experience	N/A
Quarterly Newsletter "The Standard" by ASQ for Calibration Sciences	Homework
Quarterly Journal on Quality Engineering by ASQ for Statistics	Homework
Monthly Quality Progress magazine by ASQ for management trends	Homework
Monthly Welding Journal by AWS to study Welding Research papers	Homework
Study of Six Sigma training program from EaglePicher-Joplin	Homework
Current book: Quality Audits for ISO 9001:2000 – Making Compliance Value Added by Tim O'Hanlon	Homework
Management and improvement projects with 274 internet Customers	Homework
Production and release of quality management documents - currently working on design review procedure to support AS9100, quality manual to meet FAA Advisory Circular Part 45 – just completed medical device quality manual and consumer credit counseling quality manual	Homework
Geometric Dimensioning and Tolerancing refresher study	Homework
Write, revise, review and maintain EEI documents	
Purchase Order Form and Requisition form	681
Packing Slip / Certificate of Conformance form	681
Revise / create production forms as required	681
Revise / create work instructions, travelers, inspection instructions, tags, routing tickets, spreadsheet solutions, design of experiment worksheets	681
Currently revising manufacturing procedure for vented cell conditioning	2574
Recently reviewed / redlined / approved Kompsat-2 Mfg/QA travelers, acceptance test and vibration test procedures and drawing package	2568
Recently reviewed / redlined / approved Striker part drawings	6001
Product test and inspection	
Inspection and test of spare heater blanket assemblies	6000
Inspection of spare cells for sale to Lockheed Martin	6000
Striker assembly test and inspection	6001
18241 battery testing and data review	2574
Backup inspector for sinter and plaque processes	Job#
Calibration	631
Negative and positive vacuum tank and electrochem rectifiers, Striker Tester, gage pin set, gas generator sensors	
Procedures using physical constants (temperature and humidity)	
Purchase calibration equipment as required to reduce expenses	
Manage measurement tools to reduce expenses (JIT calibrations)	
Training QC personnel to perform calibrations of electrical and mechanical measurement devices	

Prevention	
Provide daily guidance to inspection personnel to anticipate and prevent performance anomalies	681
Interact with key personnel to brainstorm process and product solutions for contract and business compliance	681
Coach key personnel to understand and adapt their processes within the limits of engineering and quality requirements	681
Modify measurement processes to improve accuracy / repeatability	630
Detection	
Interact and coach Suppliers to correct deficiencies	630
Feedback nonconformance information with affected personnel and brainstorm with them to apply corrective and preventive action	Job#
Training	
Certify soldering personnel according to NASA standard – my certification has expired for Level B Instructor - renew cert	644
Upgraded my Certified Welding Inspector Certification to ASNT Level II VT Certification – CWI will expire April 2005	Homework
Contract Review and Support	682
Analyze content of RFQ's and contracts to assess for compliance capability and tailor engineering, manufacturing and inspection processes and documentation to integrate Customer requirements	
Provide contract and engineering departments with compliance matrices and quality system documents	
Alert affected personnel regarding incompatible Customer requirements and offer alternative compliance method(s)	
Out-of-the-box continuous improvement suggestions…	--

View Full Context: This personal log is a part of the Frank Elias 55-Year Heritage Registry.

The Journey: Started in Aviation / Aerospace at age 19 at Edcliff Instruments in Monrovia, CA.

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