



MTS SYSTEMS CORPORATION - Policy

TITLE:**Production and Manufacturing Floor Workstation Space Planning****NUMBER:****EHS-100 -101****REVISION:****A****EFFECTIVE DATE:****7/31/2015****PAGE:****1 of 6**

1.0 Purpose

Ensure all potential health and safety concerns and related issues are considered and addressed, during the design, planning, and coordination of project or manufacturing bay, employee workstation locations, when in close proximity or directly on production/manufacturing floors (assembly, testing, machining or other similar locations and areas)

2.0 Scope

Applies to all those involved with production / manufacturing floor space planning where computer and similar workstation designations are included (either temporary or permanent) within the project bay areas

3.0 Definitions

Management of Change – process which incorporates EHS risk assessments, planning and communication of known and potential impacts associated with any proposed production, manufacturing, project or related service location (MOC – Procedure doc references)

EHS -Risk Assessment – formalized template with agreed criteria and numerical valued scales used to determine the relative health, safety and environmental hazards presented by a given process or activity

Project Scheduling Office (PSO): Planning group coordinating project schedules

Sales and Operations Planning (S&OP): Management groups co-coordinating assessment of business capacities and capabilities to achieve customer order schedules and business objectives

4.0 Policy

Production and Manufacturing floor space planning practices and processes will take into consideration as part of common procedure and preparation, to carefully note and consider where personnel workstation areas are placed and located in and around production/manufacturing areas.



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These plans will include consideration for nearby equipment or personnel movement aisle ways, lanes, and traffic areas in addition to adjacent infrastructure items – electrical panels, hydraulic manifolds, equipment carts, supply/storage pallets and materials, as well as potential overhead crane, forklift, or other similar light and heavy lifting and material movement activities.

All such area considerations will be reviewed prior to any temporary or permanent workstation placement, and efforts made to separate, segregate and if needed, physically barricade such areas from any potential floor activities that could impact personnel when occupying these spaces.

5.0 Process

5.1 Director of Operations –

5.1.1 Ensures manufacturing space, capabilities and resources are assessed and planned to meet Customer Order requirements

5.1.2 Facilitates prioritization of capacity requirements and on-time performance

5.2 Manufacturing Manager/ High Bay Manufacturing Supervisor(s)

5.2.1 Participates in Project Kickoff Meeting to ensure that manufacturing requirements are assessed and planned, including people capacity and skills

5.2.2 Ensures manufacturing floor space is planned and available to meet schedule requirements within 2 weeks of Floor Space Request Submittal, plan subject to change

5.2.3 Examines plan to ensure it incorporates considerations for employee workstation positioning, and if there are any additional safeguards, barricades or similar items that may be needed based on discussions with EH&S, Facilities, program and project engineers/managers.

5.3 EHS Manager - Management of Change Process Owner

5.3.1 Ensures that Risk Assessments, if needed, are completed and communication is provided for planned facility changes affecting manufacturing floor space in addition to considerations for workstation positioning and locations



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5.4.1 Creates the Floor Space Request for projects that require manufacturing floor space

5.4.2 Submits Floor Space schedule change requests to the Project Scheduling Office staff as needed

5.5 Manufacturing personnel

5.5.1 Stage materials to planned floor space

5.5.2 Applies labor to the customer project/ production orders to schedule requirements

5.5.3 Performs system layout to the Floor Space Layout Drawing requirements and locate the workstation areas according to the pre-planned and designated locations/requirements

5.6 Checkout personnel

5.6.1 Stage materials to planned floor space

5.6.2 Applies labor to the customer project/ production orders to schedule requirements

5.6.3 Performs system layout to the Floor Space Layout Drawing requirements

5.6.4 Identifies and documents any known nonconformities per the Nonconformity Process

5.7 Manufacturing Engineer

5.7.1 Participates in Project Kickoff Meeting to ensure that manufacturing readiness requirements are assessed and planned

5.7.2 Assesses nonconformities found impacting High Bay manufacturing floor space

6.0 Policy Owner**6.1 Management of Change**

6.1.1 As potential manufacturing floor space are identified, a Risk Assessment, if needed, should be created/ updated and communicated to the affected areas



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- 6.2 Project Scheduling and Planning
 - 6.2.1 Coordination and sequence of customer project schedules and space requirements
 - 6.2.2 Monitor material and information requirements status for readiness to release project to manufacturing
 - 6.2.3 Release customer project to manufacturing
 - 6.2.4 Monitor potential delays to schedule
 - 6.2.5 Communicates known delays impacting schedule
- 6.3 Kickoff Meeting
 - 6.3.1 Floor Space Request is required within 2 weeks of the PE Kick-off Meeting
 - 6.3.2 Templates for the Floor Space Request and Floor Space Layout Drawing are located in the POND folder structure
- 6.4 Procurement/ Purchasing
 - 6.4.1 Provision of supplied materials to specified requirements, based on material releases (Material Release Process)
 - 6.4.2 Communication of delays to schedule
- 6.5 Warehouse/ Material Handling
 - 6.5.1 Delivery of Materials requested to be staged per the date and location requested
 - 6.5.2 Materials not needed in Manufacturing must remain in the warehouse/ stockroom storage locations
- 6.6 Manufacturing and Checkout operation
 - 6.6.1 Stages project materials to the scheduled floor space
 - 6.6.2 Application of routed labor to the customer project
 - 6.6.3 Builds the project and places the workstation location per the schedule and agreed the Layout to the Floor Space Plan Drawing requirements
- 6.7 Manufacturing Engineering
 - 6.7.1 Verify floor space and utility capabilities meet customer project



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requirements.... (gas, oil, water, electrical, steel plate floor.. etc)

6.7.2 In cases where materials are not needed in manufacturing for an extended period of time (ie. 1 week+) – those materials can be allocated to the Routing operations sequence

6.7.2.1 Identify the correct materials in the routing as needed to routed operations sequence

7.0 References

Floor Space Request Template	QMS- Manufacturing, Checkout
Floor Space Layout Drawing Template	QMS- Manufacturing, Checkout
Checkout Plan Template	QMS- Manufacturing, Checkout
Risk Assessment Template	QMS – EHS
Management of Change Procedure	QMS- EHS
Engineering Change Management Process	QMS – Engineering & Project
POND structure	QMS - Engineering & Project



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REVISION HISTORY

Rev	Description of Change	Effective Date
A	Initiation of Workstation Planning Policy	6/30/15

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