



Section Operating Procedure

ISO 9001 – ASQ Pittsburgh Section

Document #:

ASQPS-007

Rev.:

0

Title:

Participation in the Engineering Week Event

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REVISION HISTORY

Rev	Description of Change	Author	Effective Date
0	Initial Release	Cas Welch	3/04/07

REFERENCE DOCUMENTS


Document Number	Document Title
ASQPS-000	ASQ Pittsburgh Section Quality Manual, Section TBD

1. Purpose

This procedure describes communication, preparation, and materials used when the ASQ Pittsburgh Section participates in the Engineering Week event.

2. Definitions and Acronyms

- | | | |
|-----|-------------|---|
| 2.1 | Author | Person designated to create or revise a document or Quality System data. |
| 2.2 | Document | Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product. |
| 2.3 | Master List | List which identifies the Quality System documents and data and includes current revision status. This list can be found at...
http://http://www.asqpgh.org/proced.html . |
| 2.4 | ASQ | American Society for Quality |

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3. Procedure

3.1. SCOPE

3.1.1 Purpose MISSION STATEMENT for the NATIONAL ENGINEERS WEEK:

The Carnegie Science Center Engineers Week Committee aims to share the excitement and enjoyment of engineering by providing the community with opportunities to explore engineering as a possible career choice through interesting educational and engaging hands-on activities and exhibits.

ASQ is the world’s leading membership organization devoted to quality. We have the knowledge, tools, expertise and resources to inspire you and your organization. Join ASQ and we’ll help you ‘Make Good Great’.

When ASQ says “quality” we mean best practices, continuous improvement, and tapping the full power of knowledge. Quality means making ourselves and our world better. Quality defines and drives successful individuals, organizations and communities; and it never stops evolving.


3.1.2 purpose of this involvement: OUTREACH TO THE YOUTH OF PITTSBURGH’S AREA

3.1.3 At a booth ASQ will demonstrate one of the elements necessary to implement a quality system. Attendees will be asked to do a coin trick after seeing it done once. After several tries the attendee will be given a Work Instruction sheet with direction on how to do the coin trick. This test will demonstrate the importance of good work instruction for doing any type of job. ISO 9000 is an international quality standard that requires work instruction as part of certification

3.2 APPLICABLE DOCUMENTS

3.2.1 General - ASQ will donate \$300 to support and promote this outreach to youth event at the Carnegie Science Center.

3.2.2 Documents: A check request form will be made out to the Carnegie Science Center in the amount of \$300 to support engineer’s week. This document will be approved by the Outreach to Youth Chair and forwarded to the ASQ treasure to issue a check.

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3.3 REQUIREMENTS

3.3.1 The Outreach to Youth Chair will contact Carnegie Science Center to advise them of ASQ participation and support of Engineer’s week. (This event is held in February of the Year)

3.4 GUIDANCE

3.4.1 Reference Documents: ASQ members who man the both will be given work instructions sheet of the coin trick, to practice with prior to the event. (See APPENDIX A – The Coin Trick). This work instruction will be used to demonstrate good procedures and control documents as are required in ISO 9000. Print at least 500 copies of the coin trick to hand out.

3.4.2 Optional: Document for making a shirt out of a dollar bill may also be used. (See APPENDIX B – The Dollar Bill Shirt) If used, also print at least 500 copies of a dollar bill to hand out for table visitors to fold into a dollar bill shirt.

3.5 COMMUNICATION

3.5.1 To get ASQ members to participate in engineer’s week, an email can be sent to the executive board asking for members to sign up for a day and time to man the booth. This same message can be put in the ASQ newsletter.



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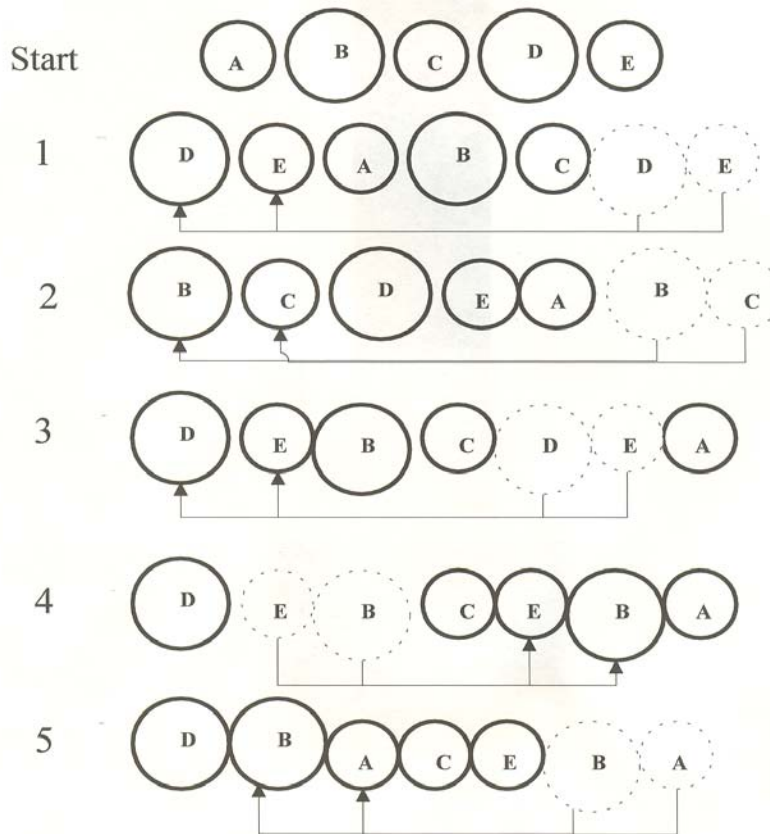
APPENDIX A – The Coin Trick

American Society for Quality (ASQ)
Revised Date 2/22/02 Issue Date 2/15/97

Quality Manual
Issued by CMW Approved by HST

Work Instruction for coin trick

Work instruction for rearranging 5 coins (3 pennies & 2 nickels) From alternating small coins (pennies) to big (nickels) like this oOoOo to in line with two big coins and three small coins together like this OOooo in 5 moves. Each move must have an adjacent penny and nickel.



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ID number Coin work instruction Feb

THIS IS A CONTROLLED DOCUMENT

A BLUE COPY IS A MASTER COPY

APPENDIX B – The Dollar Bill Shirt



1. Bill with face side up.



2. Fold bottom to top so eagle shows; then unfold bill.



3. Fold bottom to center of bill.



4. Fold in half long ways; then unfold bill.



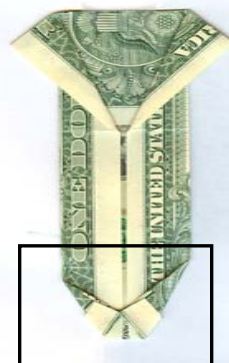
5. Fold left & right sides to center of bill. Turn bill 180 degrees before next step.



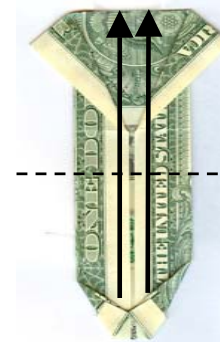
6. Fold the thick part out at 45 degrees on both sides. (This is the back side of the sleeves.)



7. Fold bottom white part away from you about 1/4 inch. (This will form the collar.)



8. At the bottom, fold edges around to form collar. (The edge of the bill forms the shirt's collar. The 2 points should touch in the middle.)



9. Fold in half upward. Insert tip of collar under the top. (turn over)



10. Dollar Shirt