

JOB INSTRUCTION BREAKDOWN SHEET

Operation: Changing an insert

Parts: tool holder, new insert

Tools & Materials: 5/32" hex key, ¼" hex key

IMPORTANT STEPS	KEY POINTS	REASONS
<p><u>What is done</u> A logical segment of the operation when something happens to advance the work.</p>	<p><u>How it is done</u> Anything in a step that might-</p> <ul style="list-style-type: none"> - Make or break the job - Injure the worker - Make the work easier to do, i.e., "knack", "trick", special timing, bit of special information 	<p><u>Why it is done</u> The reason for the key points.</p>
1. Remove insert & seat	<ul style="list-style-type: none"> - Swing clamp off insert first 	<ul style="list-style-type: none"> - Easy to remove parts
2. Inspection	<ul style="list-style-type: none"> - Insert: no chips, burns - Seat: no wear, cracks - Tool Holder: no wear, burrs, cracks 	<ul style="list-style-type: none"> - Any defects will result in poor part quality, longer cutting times, or excess tool and machine wear.
3. Install new insert	<ul style="list-style-type: none"> - Seat: keep loose - Tip-to-tip centering - Insert: snug down - Clamp: snug - Insert: Loosen - Clamp: tighten 	<ul style="list-style-type: none"> - Allows for insert - Won't cut correctly, tool and part damage - Insert/Clamp: sequence allows insert and seat to be flat and secure

