

CHAPTER 10 INSTALLATION DOCUMENTATION

GENERAL	<p>This chapter has been designed to document the installation of a machine at a customer site. The chapter is divided into three parts:</p> <ul style="list-style-type: none">• Installation Checklist• Installation Acceptance Document• Training At Installation
Installation Checklist	<p>The Installation Checklist is a guide to the installing engineer and documents the installation procedure. The checklist is sequential and each stage of the procedure should be ticked once completed.</p>
Installation Acceptance Document	<p>The Installation Acceptance Document provides documentary evidence to DEK Printing Machines that the customer has received a satisfactory product. The document also enables DEK Customer Support Group to provide effective support to the customer by having his machine details close to hand in the event of a query.</p>
Training at Installation	<p>The Training at Installation documentation provides the installing engineer with a schedule for training the customer on the newly installed DEK machine.</p>
DEK Delivery Question	<p>The DEK Delivery Questionnaire form is supplied with the machine. The installation engineer must make the customer aware of the existence of the DEK Delivery Questionnaire.</p>
Copies	<p>When the installation procedure has been completed, and the customer has signed the Installation Acceptance Document, the Customer should take a photocopy of the Installation Checklist and Installation Acceptance Document and give the photocopies to the installation engineer for dispatch either hard copy or by fax to:</p> <p>Customer Support Supervisor DEK Printing Machines Ltd. 11 Albany Road Granby Industrial Estate Weymouth Dorset DT4 9TH England</p> <p>Fax: +44 1305 208382</p>

INSTALLATION CHECKLIST

No.	GENERAL	REFERENCE	Completed
1	Check Machine for Transit Damage	Chapter 4	
2	Check Accessories are Correct to Work Order		
3	Transport to Final Destination		

No.	MACHINE PREPARATION	REFERENCE	Completed
4	Remove Transit Brackets	Chapter 5	
5	Set Machine Height and Level		
6	Fit Machine Components		
7	Carry out Pre Power Up Checks		

No.	POWER UP SEQUENCE	REFERENCE	Completed
8	Measure Customer Factory Electrical Supply	Chapter 6	
9	Run Chkdsk (If any bad sectors are found, the log file must be returned to the DEK UK Customer Support Helpdesk)		
10	Set Time and Date		
11	HTC Setup		
12	Check Correct Operation of E Stop Loop components		
13	Carry out Screen Clean Function Check		
14	Carry out Paste Dispenser Function Check		
15	Carry out ProFlow Contact Position Setup		

No.	FMI	REFERENCE	Completed
16	Check the MIU is Correctly Configured	Chapter 7	
17	Check that MIU is Selected		
18	Check Operation of Interface		

No.	HTC	REFERENCE	Completed
19	Check the HTC is Correctly Configured	Chapter 8	
20	Check Operation of the Conveyors		

No.	MACHINE PERFORMANCE				REFERENCE	Completed
21	Carry out Machine Capability:				Chapter 9	
		Cp	Cpk	No Change		
	X Alignment					
	Y Alignment					
	θ Alignment					
	Pressure					
	Print Speed					

No.	DOCUMENTATION	REFERENCE	Completed
22	Service Report		
23	Acceptance Document	Chapter 10	
24	Merlin Installation Report		

No.	ON SITE TRAINING	REFERENCE	Completed
25	Training at Installation	Chapter 10	

MACHINE MODEL	
MACHINE SERIAL NUMBER	



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INSTALLATION ACCEPTANCE DOCUMENT

General

This document is sub-divided into three parts:

- Full Acceptance
- Conditional Acceptance
- Outstanding Issues



Conditional Acceptance

MACHINE MODEL	
MACHINE SERIAL NUMBER	

CUSTOMER	
ADDRESS	
TELEPHONE NUMBER	

AGENT (if applicable)	
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Declaration: **I HAVE EXAMINED THE MACHINE DESCRIBED ABOVE AND HAVE FOUND IT TO BE IN ACCORDANCE WITH THE DESCRIPTION SAVE THE CONDITIONS LISTED OVERLEAF. THESE CONDITIONS DO NOT IMPAIR THE USE OF THE MACHINE FOR THE PURPOSES FOR WHICH IT IS INTENDED.**

Customer Representative

NAME	
POSITION	
SIGNATURE	
DATE	
EMAIL ADDRESS	

DEK Representative

NAME	
POSITION	
SIGNATURE	
DATE	

Sales Acknowledgement sheet complete?	
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TRAINING AT INSTALLATION

If on-site training is required, use the following procedure:

1. If required, photocopy from the Installation manual or print from the cd the Training at Installation - Machine Familiarization and Operation page, ensuring one copy per trainee.
2. If required, photocopy from the Installation manual or print from the cd the Training at Installation - Programming and Preventive Maintenance page, ensuring one copy per trainee.
3. Ensure that all objectives are completed and signed by the trainee. In the event of an objective not being relevant to the machine, ensure that N/A is entered in the trainee signature box.
4. Once the training course is complete, the instructor is to collect all the completed forms and sign them.
5. Ensure that the completed forms are left with the appropriate person on site ie production manager, training manager or personnel manager.



**Training at Installation
 Machine Familiarization and Operation**

Name:	Department:
Job Title:	Line No:
Shift:	

	Objectives	Date	Trainee Signature	Reference Material	
				Operator manual/On board tutorial	Other
1	Identify machine and personal safety issues			✓	
2	Identify the machine sub-assemblies				Instructor
3	Power up, initialise and power down the machine				Instructor
4	Interpret tri-colour beacon indications			✓	
5	Load a product file			✓	
6	Fit squeegees			✓	
7	Fit tooling			✓	
8	Load stencil			✓	
9	Load print material			✓	
10	Print boards				Instructor
11	Replenish print material/Replenish ProFlow			✓	ProFlow BWP
12	Replenish solvent tank			✓	
13	Replenish underscreen cleaner paper			✓	
14	Identify print defects and common causes				Instructor
15	Recover from vision error messages				Instructor
16	Recover from common error messages			✓	Instructor
17	Perform daily housekeeping tasks				Tech Ref manual

Instructors Name:	Signature:
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**Training at Installation
Programming and Preventive Maintenance**

Name:	Department:
Job Title:	Line No:
Shift:	

	Date	Trainee Signature	Operator manual/On board tutorial	Reference Material
Objectives				Other
1				Instructor
2				Instructor
3				Instructor
4				Instructor
5				Instructor
6				Instructor
7				Instructor
8				Instructor
Vision Inspection				
9				2Di/DV manual
10				2Di/DV manual
11				2Di/DV manual
Monthly Preventive Maintenance				
12				Tech Ref manual
Web Resource Familiarization				
13				www.dek.com
14				www.dek.com

Instructors Name:	Signature:
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