



P.O. Box 2288, Portage, Michigan (MI) 49081-2288, U.S.A.
Telephone: 1-(269)-353-8722, FAX: 1-(269)-353-8723
e-mail: tiger@tigermachine.com
www.tigermachine.com

(THE GLOBAL SALES AND MARKETING OFFICE OF TIGER INTERNATIONAL INC. JAPAN IN THE USA)

Better plant operating procedures from TIGER:

To operate your TIGER equipment at peak efficiency, we recommend following a set of practical guidelines that will enhance and increase your production, minimize down-times, reduce the maintenance costs and therefore provide a higher return on the investment due to higher profit margins.

We value you as a TIGER customer and as such we provide these helpful hints. This information is just a set of guidelines, no more, no less that should be used as a point of reference. By adhering to a good set of manufacturing techniques and plant procedures, breakdowns will be minimized and prevented.

Solving problems and making corrective adjustments minimize the failures that can reduce the overall performance of your plant.

1. Have excellent leadership at your factory. A plant management team that takes ownership of the complete plant whom seeks partnerships with the employees, and upper management plus all of their suppliers will translate their superior performance in more efficient production.
2. Early in the operation of your new plant make sure to implement a good set of maintenance procedures and make someone responsible for the discipline of strictly following them.
3. Make sure to have a good production schedule that is planned well and in advance, and make sure to communicate it to the company's product sales and marketing teams as well as the management of the company.
4. Make sure your plant employees understand their roles, responsibilities and are provided cross-training on all of the plant operations so they can act as a back-up for their peers

TIGER INTERNATIONAL INC. - 4-4-3, NODA, OKAYAMA-SHI, OKAYAMA, 700-0971, JAPAN - A DIVISION OF:
TIGER MACHINE CO. LTD. 2327, ABE, OCHIAI-CHO, TAKAHASHI-SHI, OKAYAMA-KEN, 716-0061 - JAPAN
TEL: +81-866-22-2927 - FAX: +81-866-22-2844

5. Retraining employees is expensive and time consuming. Make sure to keep your key employees from leaving and thus minimizing your people turnover. This can be achieved by many means such as compensation, promotions, offering in house training, and provide opportunities for growth within the company or group of companies.
6. Make the equipment your company purchases consistent within reason. Common components and/or parts can minimize the number of manufacturers, the types of machinery, the maintenance costs and the inventory of wear and emergency spare parts.
7. Reward productivity, efficiency and specially quality production results. Productivity increases should never come at the expense of the quality of the product and/or the maintenance the machinery requires.
8. Make sure that all your plant personnel are technically qualified for their positions of responsibility.
9. Make sure to have the correct type and quantity of tools at hand within the plant. Tools are an additional cost, and they can be expensive. Make sure to have someone assigned for their supervision and make that person accountable for them. Tools must be available at all times and shifts if needed.
10. Develop a sensible management format for all and any wear and emergency spare parts (whether used for maintenance or not).
11. Assure that training is offered to the personnel at the plant on a regular basis.
12. The replacement of specialty and critical parts taken from inventory is vital. Routine replacement of wearing components is a common event; therefore, make sure to maintain your parts stock replenished in a timely manner. Work with your personnel to assure they understand the purchase and shipping lead times on all components, and especially on the most importantly items that are required for a productive and safe operation.
13. Clean plants are successful and most importantly, profitable plants. Make sure your factory is clean, neat and organized in all areas from production to curing, to delivery and storage of aggregates and cement, to the plant floors and to the storage yard.

14. Have molds prepared well in advance of placement in the products making machine.
15. Automate your machinery via modernization, replacement and upgrades to existing or older machinery in as many operations production as possible. This minimizes human error and the redundancy of employee jobs.
16. Make sure to have someone check how machinery molds are set-up, prepared, cleaned, & maintained.
17. Accountability for mold parts usage, storage, inventory, their order and accessibility, replacement and advance planning of purchases of the same for future use are vital to a good production outcome.
18. Implement effective a safety and security programs.
19. Have a mutual friendly and dependable relationship with vendors/suppliers. Make the suppliers feel part of your team and be part of their team. One way to realize this is to be considerate of each other's needs. Have only WIN-WIN relationships.
20. Have a proper set of documentation at hand at the main production plant and a back up set of information at the business offices. These should include at least equipment manuals, electrical, hydraulic diagrams and instruction manuals for each component such as pumps, valves, etc.
21. After training your plant management and your average employee well, they should be better prepared to anticipate eventualities.

TIGER EQUIPMENT, THE BEST OF THE BEST!