



DANA CORPORATION

Victor Gasket Division - Chicago

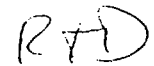
INTRA-COMPANY COMMUNICATION

SUBJECT October Activity Report
Gasket Manufacturing Area

DATE November 14, 1969

TO W. J. Sheehan

1. Output in October was 14,550,142, compared to September of 13,139,281.
2. Incoming orders totalled 13,954,100, compared to 7,019,500 in September.
3. The two new Buick items 3867-VCM and 3441-VCM are running to schedules, but not without problems. The all hard C.O. flange dies are still causing problems.
4. The Mack Truck stainless steel gasket orders, from O.E. Service, fell through and we will be supplying the old copper versions until Mack Engineering makes a decision. (Stainless or Victocor)
5. As of today, we have requested approval on \$58,000.00 worth of capital tooling. This is almost 4-1/2 months of our projected Capital Budget for tooling and we are only in the third month.
6. October Direct Labor was very high at \$90,400.00 and absorbed \$22,000.00 more than our expenses. (early forecast)
7. This area is generally on target with objectives and goals as measured through "Vital Signs".


R. T. DeFilippis

rb

VPD-91-0002145

DANA-293

November 3, 1969

TO: W. J. Sheehan
FROM: R. T. Budovec
RE: October Activity Report

Tool Engineering

A. Design Section

Work load in the design section reached the high for the year - 1400 hours.

We were fortunate in obtaining a Tool Designer replacement for Mr. G. Orton. Mr. J. Scissom finished his tool making apprenticeship earlier this year and expressed a desire to go on to Engineering. He is now in training as a Tool Designer.

Mr. Frank Ahrens retired during the month. Mr. C. Flaszka has agreed to take his place as Lead Tool and Die Designer.

B. N/C Programming

Scheduled work load in this area has remained fairly stable.

New Tool Room - Department 260

Work loads remain heavy requiring a 50 hour week and an occasional Saturday.

Repair Toolrooms

Work loads in repair are continuing at a high level requiring both 9 hour days plus a considerable amount of repair being performed outside.

Handmade

Work loads in handmade started to fall off at the beginning of the month, but then immediately turned around and went up to 2700 hours plus.

General

1. The first FRP mold arrived and first try sampled obtained. The outlook for production of this part is very good with final debugging to be completed during the month of November.

VPD-91-0002146

October Activity Report

November 3, 1969

Cost estimates are being compiled by Process Engineering to determine the best method of manufacture.

2. The N/C tape drill installation and debugging has been completed. We have quoted 5 different mold plates for Plant 3 to be done on this machine. We have not received an order at this writing.
3. A relatively steady flow of information has been established with T.F. Victor. Their progress report to date indicates that they have converted 4 presses to the sandwich striker plate and are experiencing no production difficulties.

R. T. Budovec

R. T. Budovec

jm

November 5, 1969

TO: W. J. Sheehan

FROM: G. M. Brown

SUBJECT: ACTIVITY REPORT FOR OCTOBER, 1969
RAW MATERIALS DIVISION

Department 201

Wet machine began operation October 20th, will operate four weeks.

Began new method of shut down and cleaning of the wet machine. Will reduce clean up time by about thirty-eight (38) man hours per week or \$3,000.00 annually.

Department 203 and 204

No unusual activity in this area.

Department 205

Philip Carey corrected poor quality problem on Asbestos. Recent material to purchase specification. Approximately 100,000 pounds rejected and returned to Philip Carey.

Crush grinding of perforating dies is feasible, waiting for vendor to notify us when he is set up and we will have dies sharpened.

Department 206

Sander for Victocor 300 Inline relocated to second floor for continuous operation.

Victocor 150 perforating die has been reworked to produce thick Victocor 300.

A Work Order has been written to convert cut-off, when this is complete, we will be in a position to produce thick Victocor 300- 12" wide on a production basis.

Department 207

No unusual activity in this area.

VPD-91-0002148

Activity Report for
October (Cont'd)

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Department 213

Victrolene requirements took a nose dive. We are currently blanking cored gaskets, flanges and closing for Department 219.

Department 221

No unusual activity in this area.

Department 227

Swedge gasket demand continues at a high level.

Department 239

No unusual activity in this area.

Department 244, 247 and 264

No unusual activity in this area.


G. M. Brown

ds

VPD-91-0002149

November 10, 1969

To: W. J. Sheehan

SUBJECT: Plant Accounting Monthly
Activity Report October, 1969

Plant Accounting was working on the following major activities during the month of October, 1969

1. Completed year-end audit work in record time. Auditors required to complete audit in much less time than prior years. More work than usual required on our part. Reviewed report filed.
2. Completed numerous special year-end reports for Toledo. Also filed quarterly reports with Toledo.
3. Started work on departmental budgets by accounts for fiscal year ended August 31, 1970.
4. Prepared detailed survey of current billing and accounts payable routines and procedures for Data Processing feasibility study.

J.C. Magee
11/10/69