



DANA CORPORATION

Victor Gasket Division - Chicago

INTRA-COMPANY COMMUNICATION

SUBJECT August Activity Report -
Gasket Manufacturing

DATE September 2, 1969

TO W. J. Sheehan

1. 9,667,760 pieces were shipped and orders totalling 10,611,600 pieces were processed.
2. Mr. John Kiser was promoted to Lead Scheduler to replace Frank Kalivoda who will retire early with over 46 years service.
3. We have discovered that our overall efficiency and productivity has dropped, based on comparisons of one year ago. More detailed information is forthcoming.
4. Goals were established for Fiscal 1970's vital signs. We have adjusted our overall approach based on results and experience in 1969.
5. We have started conversations to further decentralize the Purchasing and Raw Material Inventory storage functions.

R. T. DeFilippis

rb

VPD-91-0002165

September 3, 1969

TO: W. J. Sheehan
FROM: E. F. Holy
SUBJECT: Activity Report for August, 1969
Raw Material Division

Department 201

Wet Machine Operation performed during the first two weeks of August.
Received first delivery of purchased #70 Asbestos Board.

Department 203 - 204

No unusual activity to report in this area.

Department 205

Anticipated hourly productivity was not attained on Corbestos Inline Equipment, due to problem of excessive machine downtime caused by purchased Asbestos Board splitting apart during operation. The vendor has been invited to observe our problem, and investigation has been started to determine the cause of Asbestos splitting to determine whether material acceptance standards should be more stringent.

Department 206

Repair of the Induction Unit completed after three week shut-down. Operating on three shift basis to meet falldown demands. Victocore Inline Machine utilization lower than anticipated due to training of new operators restricting the machine output.

Department 207

Investigating possibility of increased machine capacity with resulting cost reduction on Calendaring Operation.

Department 213

Increased production requirements necessitated the addition of two (2) Punch Press Operators for Victolene Blanking.

VPD-91-0002166

Department 221

Request for increased oven coating capacity and reduction in labor costs by increasing oven coating speeds has been approved by Laboratory and Quality Control personnel. Oven speeds will be changed and labor standards revised accordingly at earliest possible date.

Department 227

Increased production requirements necessitated the addition of two (2) Swedging Press Operators.

Departments 239, 244, 247 and 264

No unusual activity to report in these areas.

E. F. Holy
E. F. Holy

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