

TENTATIVE AGREEMENT

GLOSSARY OF TERMS AND PHRASES

The following terms and words are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the job descriptions.

1. Adapt

To modify, alter or change furnished tooling to fit it for a specific need without altering its basic design.

2. Angle, Compound

The angle between the two (2) non-coinciding sides of the two (2) oblique angles which are in different planes and have a vertex and one side in common. (Making a compound angle usually presents a coordinating tolerance problem since it results from holding two (2) adjoining component angles within tolerances. After the compound angle is formed, its measurement with protractor, square or sine bar is exactly the same as for any other angle and no more difficult.)

3. Assembly Jigs

Jigs which facilitate holding and aligning a set of parts or assemblies for fabrication or assembly operations.

4. Check, Functional

To determine whether a unit or portion of a system performs the function for which it is intended and, if not, whether rework or alteration is required. Checks of this nature include checking lines for leaks, making buzzer, bell or other continuity checks, and checking response to controls as on landing gear.

5. Check, Operational

To make a complete check of an entire completed independent system. (An operational check always takes place on a completely assembled aircraft, missile, space vehicle or marine craft. Examples: checking the complete electrical system or hydraulic control system on a completed aircraft. It implies the necessity of a thorough knowledge of the shop theory involved.)

6. Composites

Parts made of two (2) or more distinguishable material components either metal and/or nonmetal processed under heat and/or pressure to achieve a desired configuration.

7. Contour (Curvature)

A curved surface having radii of different lengths all of which lie in parallel planes or the same plane, such planes being perpendicular to the curved surface, or a curved line having radii of different lengths all of which are in the same plane. The surface

of a cone, a typical airfoil surface, the curved edge of a profiled plate and the curved layout line guiding the making of a router block are examples. Contour surfaces composed of sections of cylinders and edges whose profile is a section of a circle are excluded since the radii are the same length.

8. Contour, Compound (Curvature)

A curved surface having radii of different lengths which lie in nonparallel planes. Compound curvatures are typical of stretch press and drop hammer dies. The surface of a sphere or section thereon would be a regular compound curvature and is excluded.

9. Curvature, Reverse (Contour)

Means a compound curvature that reverses its curvature so that it has both concave and convex portions.

10. Coordinated Tolerances, Coordinated Dimensions

These expressions are used only when exacting tolerances are implied, *i.e.*, exacting tolerances are to be associated always with "coordinated dimensions," "coordinated tolerances" unless modified expressly. It should be understood that the mere location of a point by two (2) or more reference dimensions does not in itself mean that the dimensions themselves are coordinated. The following is an example of truly coordinated dimensions: The precise dimensions between two (2) holes must be held while at the same time the precise dimensions locating each of the holes must also be held with respect to another reference point or line.

11. Data Input

The use of any terminal or keyboard device to insert information into a computer system.

12. Data Retrieval

The use of any terminal or keyboard device to obtain information from a computer system.

13. Developmental or Experimental Parts

Parts intended for use on an experimental or developmental aircraft, missile, space vehicle or marine craft, *i.e.*, one of a few aircraft designated as being actually or potentially subject to major modification or change. These aircraft, missiles, space vehicles, or marine craft are usually produced singly or in small lots using standard tooling, improvised tooling, newly constructed production tooling or no tooling. Use of this term in a job description does not imply a particular level of difficulty unless such intention is clearly and specifically indicated.

14. Draw, Deep

The relation of depth of draw to its other dimensions is such that it is distinguished by custom from moderate or shallow draw.

15. Drawing Metal

The forming of sheet metal or other material by pressing it into a die while at the same time retarding movement of the metal into the die by mechanical holding, as with draw rings.

16. Electronic Systems

Systems utilizing interrelated devices constructed or working by the methods or principles of electronics.

17. Experimental Work, Developmental Work

Experimenting with the process or operation (assembly and/or fabrication) in order to develop new or improved methods, or building or making new assemblies and installations where exercise of a thorough knowledge of shop theory involved is necessary and further is a recognizably difficult assignment which requires ingenuity to accomplish the assignment satisfactorily. It does not include work done by a usual or established process or operation on a part even when such part is on or will later be used on an experimental or prototype product.

18. Hand Tools

Hand tools normally used by the workmen in the performance of their occupation, such as files, rasps, deburring tools, chisels, saws, hand drills, screwdrivers, wrenches, mallets and punches.

19. Layout

The actual marking of locating and reference points and lines on the material, part, tool, fixture, jig or assembly worked on. (Layout in itself does not imply a high level of difficulty of skill since it can be a simple work operation such as measuring a length on a piece of lumber and marking a line or point at which it is to be sawed, marking lines on pavement with a chalk line preparatory to painting, or scribing around a furnished template on flat stock. On the other hand, layout can be a difficult work operation which requires much skill, knowledge, and experience to make the necessary computations, part setup, precise measurements and markings, and interpretation of complex blueprints such as on a complex die or casting requiring layout to establish locations for coordinated hole patterns, compound angles and/or irregular curvatures.)

20. Layout of Part

Marking of points and lines which will determine the exact nature and dimensions of the part after machining or fabrication operations have been performed. (Layout of this nature is an integral and necessary step in the fabrication of the part.)

21. Lead

On the part of any classified employee to delegate as authorized, a portion of his/her allocated work to employees assigned to work with him/her and pass on sufficient information to enable those employees to accomplish their work in a manner that will result in economy, quality and efficiency.

Employees classified on jobs which include lead responsibilities will:

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- (a) Make detailed work allocations as instructed by the supervisor, in conformance with the classifications of employees being led, but will not make basic work assignments which affect the classification of employees.
- (b) Be responsible for furnishing sufficient and accurate information to assigned employees.
- (c) Interpret information, answer questions, review, check work and eliminate ordinary difficulties.
- (d) Perform the other "Determining Duties and Responsibilities" specified in assigned classification.

Employees classified on jobs which include lead responsibilities shall not formally appraise the work of other employees or make, as a result of solicitation by the supervisor, recommendations concerning employment, release, transfer, upgrading or disciplinary action relative to other employees, be directly responsible for the quantity or quality of work produced by other employees, be responsible for the assignment of overtime within the shop, be required to take attendance for other than the purpose of making detailed work allocations, or be responsible for handing out paychecks.

22. Multi-Dimensional Measurement Systems

Measurement systems capable of generating precision coordinate data through the use of multi-dimensional techniques. These systems typically utilize optics, lasers, film based or digital technologies. Examples of current systems include, but are not limited, to laser trackers, coordinate measuring machines, photogrammetry and theodolites.

23. Pickup

The performance, out of usual or normal sequence, of work operations which have been omitted by intention or of necessity (as part shortage or rushed schedule) or by oversight (as failure to drill a hole, make a cutout, or install a part). (Pickup work does not of itself establish a high or higher level of difficulty since work done out of sequence is very often no more difficult than when done in sequence. Therefore, the level of difficulty is to be determined from the composite job description and compared with the actual pickup work in question.)

24. Plan Sequence of Operations

To devise and develop, subject to supervisory approval, a method of fabrication, assembly, installation progression, testing or inspecting, etc., for an employee's given work assignment whereby subject work will be accomplished in the most practical, expedient and efficient manner in keeping with quality standards. It is intended to relate solely to the employee's work operation and does not encompass the progression of the work order to or through the department.

25. Production Aids

Devices such as temporary jigs and fixtures made by the worker to facilitate work operations, increase production or reduce elements of fatigue or strain. Production aids made into permanent tools will be checked and identified by tooling organizations.

26. Program

A sequence of instructions that directs a computer to perform specific operations to achieve a desired result.

27. Repair

To restore a part or assembly to its original state or utility after it has been damaged by accident or by wear. It does not have the same meaning as "Rework."

28. Rework

To undo and then do over work previously accomplished in order to correct errors or make it conform to specifications. (Rework can be simple or difficult according to its nature and variety, therefore, the level of difficulty intended is to be determined from the composite job description.)

29. Setup

A broad term which becomes specific only according to its usage and application to machines and/or operations concerned. It includes the various necessary physical work operations or steps (other than layout) which must be accomplished before actual fabrication can proceed. (Setup of a machine might include securing material to machine bed at the proper angle for cutting, selecting, aligning and setting cutting tool setting speeds and feeds, and adjusting coolant flow.) In most assembly operations, setup (e.g., positioning parts) is so closely intermingled with fitting and joining together that setup is not customarily designated as such. This is generally true of operations where machine operation is not the primary job factor.

30. Shop Practice

The generally accepted method of performing a basic, common, or usual operation under specific conditions. It covers the knowledge which is common to the occupation itself and to most manufacturing shops using the operation under consideration. Besides the knowledge and ability to use required hand tools and equipment, it includes knowledge of general safety practices, conduct, rules of cleanliness, neatness, good housekeeping and care of equipment. Used in the phrase "shop practices and procedure," practice need not imply other than practices or methods learned or acquired at any one shop.

31. Shop Procedure

The way custom and management require, wish or specify that the work be performed. It includes the organizational and Company rules, procedures and policies made known to the employee for his/her information and expected compliance. It covers or implies having sufficient knowledge of organization, management, and physical details of the Company to perform satisfactorily the required work in a generally harmonious manner.

32. Shop Theory

The comprehensive craft knowledge and special skills associated with the particular trade and related trades without which advanced work of high quality, quantity and uniformity may not be performed. A thorough knowledge of shop theory is considered necessary to accomplish the more difficult and diversified work of an occupation and includes a real understanding of the capacities as well as limitations of the machines and skills used in the trade. It implies a knowledge of "why" as well as "how" a given task should be done. It is acquired by a combination of observation, experience and schooling.

33. Software

A collection of programs, routines, and sub-routines that facilitate the programming and operation of a computer to include documentation and operational procedures.

34. Tooling, Standard

Those tools or tooling used on the same or different types of machines or operations, principally in making a setup for either layout or machining and occasionally for bench or assembly work and which further are found commonly in nearly all shops and industries performing similar operations. (In the machine shop it would include Vee-blocks, parallel bars, angle plates, chucks, collets, machine vises, a wide variety of clamps, bolts, locks and wedges. In bench or assembly work it would include surface plates, table vises, and various common attachments used on portable and stationary tools to permit holding the work or increasing the scope of the tool.)