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### Internship Summary Forkardt Work holding

Over the summer I completed an option (1) 240 hour paid internship at Forkardt Work holding. I worked under the supervision of Charlie Carmoney and Darren Zwyicki. I started working there near the beginning of July and ended in the middle of August I worked forty hour weeks and was finished after six weeks.

During my time at Forkardt there were many different manufacturing processes that I encountered. Some of them being shop work, cad design, engineering, blueprint reading and conversation between machinist and engineer. While working at Forkardt there were two major projects that I was expected to complete while there. One of them being producing 5's boards and showing the machinists how to properly use them. While working on this project I was supervised by Randy. The point of this project was to try and get the shop floor clean and keep it clean. Five S is a system that was developed by Toyota and the entire population at Forkardt was required to attend a 5s Seminar. The 5s's stand for Sort, Stabilize, Shine, Standardize and Sustain they start in that sequential order. What I was doing was creating a board made out of 2x4's and peg board. We would then take all of the cleaning supplies that were found in one particular work area and put them up on the board. We would then draw an outline of the particular piece of equipment to show where it goes and also to show if it was gone or missing. From what I understand the shop floor was trying to transition to a complete 5s shop floor all I contributed with was a very small amount. My other major contribution I made to Forkardt was the creating of all of their preventative maintenance files. While creating these I was required to go around the shop floor and take pictures of all of the machines in areas where maintenance was required. For example I would have to take pictures of where the oil was added if there was lube that needed to be put somewhere, how to change the coolant in the machines. All of this needed to be put into a word document and talked about. I completed about 30 of these types of documents. They told me that the documents were going to be used for when a person who comes in to make sure they have files on all of these things I wasn't really given a very detailed picture, but I do know that they were important and become official documents for the company.

There were many various small tasks I was asked to complete on a daily basis for example take out the trash, sweep, mop, vacuum and help with sand blasting and laser etching. Overall this was a very fun experience most of the people there were fun to be around and very welcoming. If there was one thing I would want to let a new Intern know it is that they should come in with a willingness to learn, and I would highly suggest understanding sarcasm very well.