

SWAGELOK

American Sign Language (ASL)
Visual Reference Library

Important, everyday Swagelok terms and phrases, and how to sign them.

About the Swagelok American Sign Language (ASL) Visual Reference Library

At Swagelok, we believe in providing a work environment rooted in the values of continuous improvement and mutual respect among every supervisor and associate. We believe that clear communication and teamwork are critical to meeting those goals. And we are committed to ensuring that all associates, across our sites, have the tools they need to converse and work together successfully.

The Swagelok American Sign Language (ASL) Visual Reference Library is one of those tools. Swagelok employs associates with hearing loss or who are hearing impaired whose primary means of communication is through American Sign Language. This document exists to record signs of a variety of important, Swagelok-specific terms and phrases that have been identified by the associates and team members who use them the most: our hearing impaired associates, their peers, and supervisors.

Each definition includes written and visual signing instructions, as well as a link to a video of the sign being performed by our own associate, Alvin Waggy. We hope you will use this tool to foster clear, consistent communication among all Swagelok associates, now and in the future.

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Actuator

– A device that is responsible for the opening and closing of a valve

Make a closed fist with one hand (palm facing outward), then grasp your wrist with your opposite hand. Rotate your fist back to front one time.



Assembly

– The process—or the final result—of fitting together the component parts of a given product

Using both hands, pinch your fingers to your thumbs and make a series of small paddling motions (think dog paddle).



Break Time

– Taking time away from work; a 10-minute rest period away from your work area

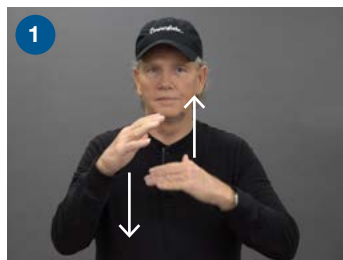
Make a closed fist with both hands (palms facing downward) and touch them together. Now separate your fists outward and downward in a breaking motion. Then use one hand to point to your wrist twice (as if tapping on a watch).



Built

– Past tense of build; the final status of a part once the required assembly steps are completed

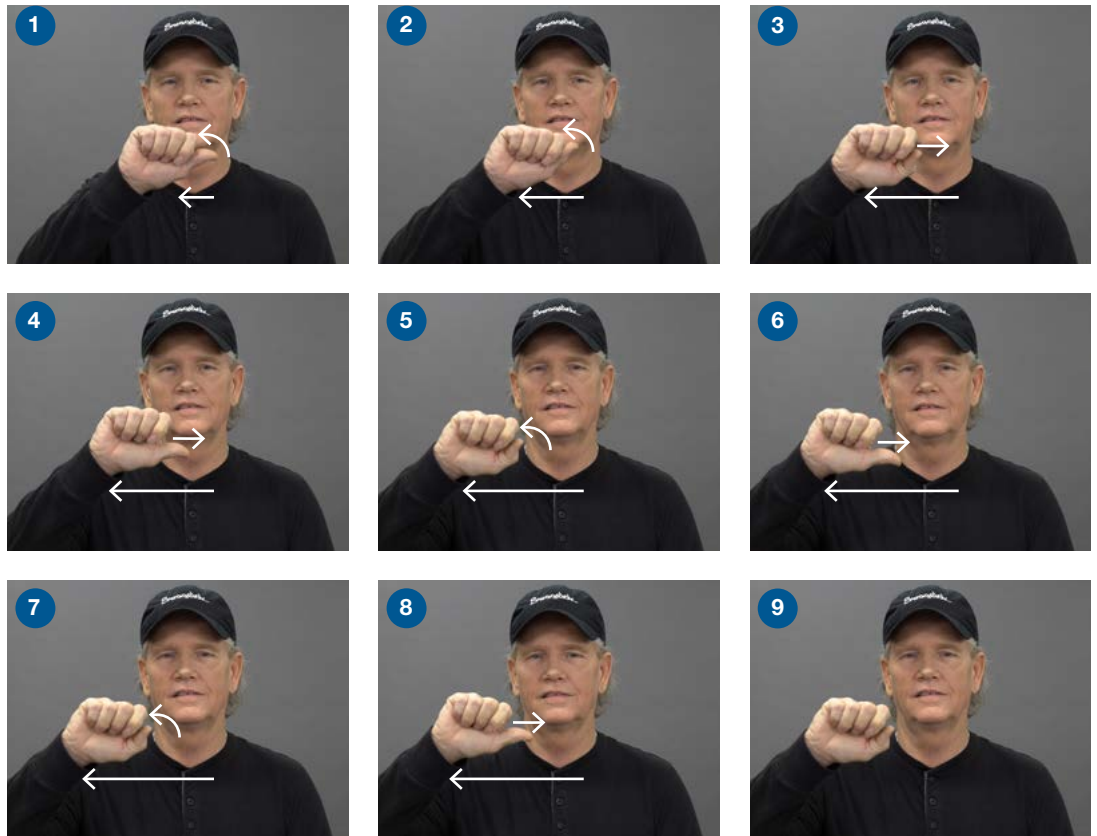
Using both hands, gently brush your fingers together several times, raising and lowering each hand in the opposite direction.



Caliper

– A handheld measuring device used by operators

Make a closed fist with one hand (palm facing outward) with your thumb extended. Now press your thumb to your index finger and release it, repeating this motion three times while simultaneously moving your fist outward.



Cart

– Movable carrier on wheels to transport both finished and unfinished materials

Make a closed fist with both hands (palms facing downward) and hold them to your body. Now extend your arms outward (as if pushing a shopping cart).



Change

– To alter; to substitute one thing for another

Consistent with ASL

Make a closed fist with both hands, then touch your fists together while rotating your wrists in opposite directions, repeating this motion three times.



Chatter

– A series of undesirable marks at evenly spaced intervals on a machined surface caused by vibration of the tool, having an appearance similar to waves

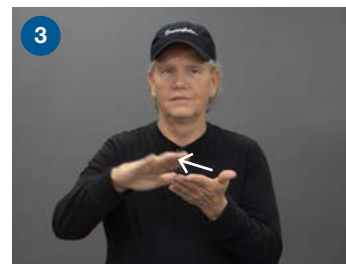
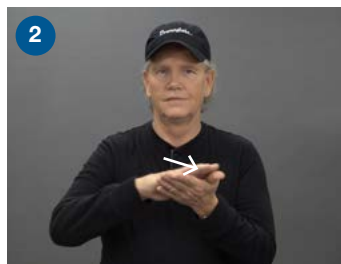
Place one hand atop the other and with your top hand, touch your fingertips to your bottom arm several times, starting at your wrist and ending at your elbow.



Clean Out

– Performing an act of removing all elements of a previous order(s) before beginning the next order (e.g., during a changeover)

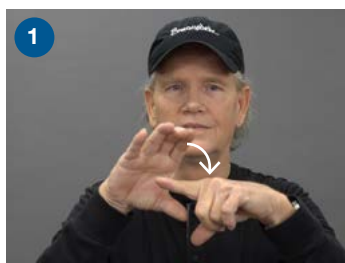
With hands flat, brush your palms together twice. Now point the fingers of one hand downward, grasp them in your other hand, then pull your fingers away (as if pulling a tissue from a box).



Collet Close

– Condition where the collet is clamped shut

Extend the index finger of one hand and grasp it tightly with your opposite hand, forming a closed fist.



Collet Open

– Condition where the collet is unclamped

Grasp the index finger of one hand in a closed fist, then release your fist while pulling away from your index finger.



Comparator

– A large inspection tool where the magnified silhouette of a part is projected to a screen, and the dimensions and geometry of the part are measured against prescribed tolerance

Extend both hands with open palms facing outward, with your thumbs pointing to each other. Now tilt your hands up and down in small arcs in opposite directions (as if leveling a picture on a wall).



Count

– To determine the number or quantity of “x”

Extend one hand with your open palm facing upward. With your opposite hand, pinch your index finger to your thumb to form a circle, then slide the tip of these two fingers over your open palm, repeating this motion twice.



Crash

– Any unexpected collision of tooling to the spindle or bar stock/part

Extend one hand with your open palm facing outward, thumb pointing downward. Now bring your fingers together in a fist and touch it to the open palm of your other hand.



Day

– A period of 24 hours

Consistent with ASL

Cross one arm in front of you with your open palm facing downward. Rest the elbow of your opposite arm atop your hand and, with your index finger pointing upward, move your arm in an arc toward your elbow (your index finger now points away from you).



Drill

– A tool commonly used to create a round hole, accomplished by a rotating stock that typically has two or four helical cutting edges

Extend one hand in an open palm with fingers pointing upward. Now extend the index finger of your opposite hand and touch it to your open palm while making a twisting motion with your index finger.



Fail

– Term used when a part does not pass an inspection

Extend one hand with your open palm facing upward with fingertips slightly downward. Now extend the index finger of your opposite hand and swipe it once across your open palm, starting at your wrist.



Feed Out

– The amount of material that is extended from the collet before the machining process begins

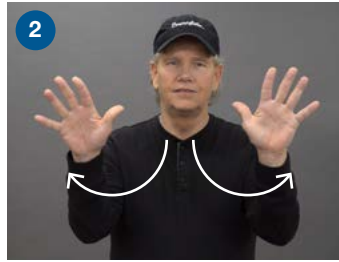
Extend both hands with your fingertips pinched to your thumbs (palms facing inward), then move your hands away from you, then toward you, repeating this motion twice. Now grasp the fingers of one hand with your opposite hand, then pull your fingers away (as if pulling a tissue from a box).



Finish

– The visual appearance of a part after machining;
this can be measured with various inspection tools

Extend both hands with open palms facing inward, then turn your palms outward.



Finish Insert

– A tool responsible for holding a finished callout dimension on a part

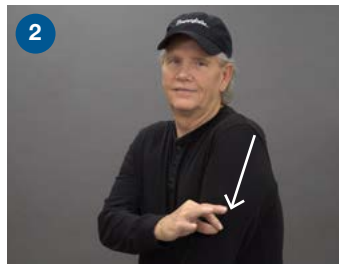
Extend both hands with open palms facing inward, then turn your palms outward. Now pinch the thumb and index finger of one hand together with your palm facing outward, then rotate your wrist so that your palm faces inward.



First Aid

– Used in the context of an on-the-job injury that might be reported or responded to until full medical treatment is available

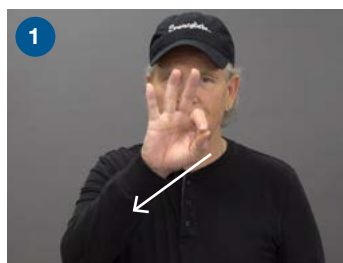
With one hand, pinch your thumb and index finger together to form a circle. Now bring those fingertips to the shoulder of your opposite arm and swipe down to your elbow, followed by a horizontal swipe across your arm (as if drawing a “+”).



First Article

– The first parts completed on a machine after startup, which are specially inspected to ensure that they are correctly made before the order is run

With one hand, pinch your thumb and index finger together to form a circle, release, then make a closed fist using the same hand.



Fitting

– Used to connect valves and/or pipes together; can be different sizes

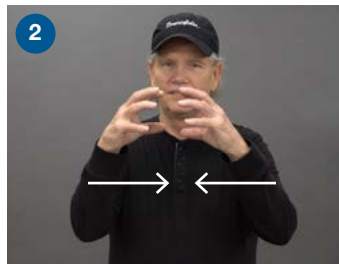
Extend both hands with your thumbs pinching your index fingers to form circles. Now touch your circles together before separating them.



Flange

– Used to connect valves/pumps together for easy assembly/disassembly;
can be welded or fastened together and sealed with a gasket

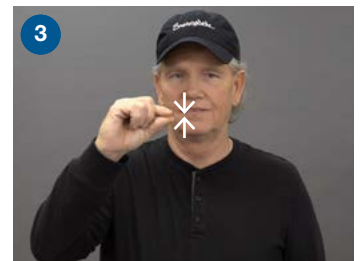
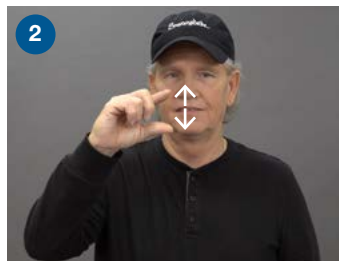
Extend both hands with your fingers curled (as if grasping a softball). Now bring your hands together twice without the tips of your fingers touching.



Gage

– Used to describe any calibrated and controlled inspection tool used

With one hand, pinch your thumb flat against your index finger, release it, then pinch it again.



Gage Loan Ticket

– Document that is assigned to work center and/or order and lists all approved inspection gages to be used in the process

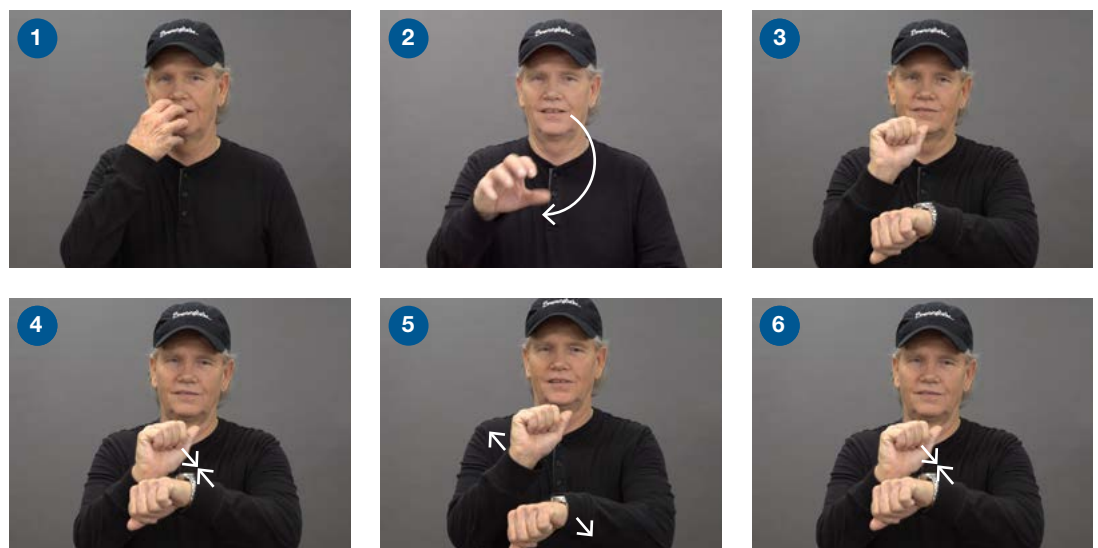
With one hand, pinch your thumb flat against your index finger, release it, then pinch it again. Now hold one hand in front of you (palm facing inward) and slide it between the curled middle and index fingers of your opposite hand, repeating this motion twice.



Hot Job

– Phrase commonly used to describe an order that is urgently needed by downstream customer

With one hand's fingers curled, touch your fingertips to your mouth. Then, using the same hand, make a closed fist (palm facing outward) while also making a closed fist with your opposite hand (palm facing downward). Now touch your wrists together three times (outward palm on top).



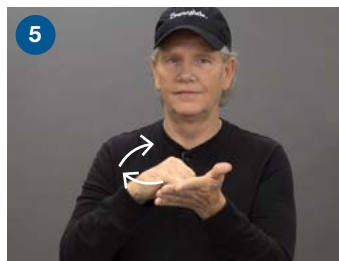
Inner Diameter (ID) – *The internal diameter of a part*

With one hand, pinch your thumb to your middle finger to form a circle and point your index finger upward. Now place your opposite hand underneath with palm facing inward and thumb tucked inside. With your top hand, “dip” your pinched fingers into the opening of your lower hand, while your index finger points straight ahead.



Inspection – *Careful measurement or examination of product or process to specification*

Extend one hand with your open palm facing upward. With your opposite hand, make a closed fist with only your pinky finger extended. Now slide your pinky finger over your open palm, starting at your wrist. Repeat this motion twice.



Interpreter – *A person who interprets, e.g., one who translates speech orally and via sign language*

Consistent with ASL

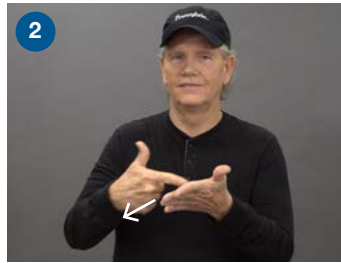
Extend both hands with your thumbs pinching your index fingers to form circles. Now touch your circles together while gently twisting one hand back and forth several times.



Laser

– Used to add laser marking to a part

Extend one hand with your open palm facing upward. Now extend the thumb and index finger of your opposite hand and swipe your hand across your open palm, starting at your wrist. Repeat this motion twice.

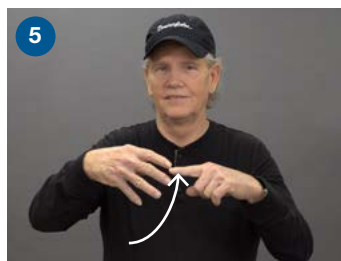


Leak

– To lose or admit contents, especially liquid or gas, through a hole or crack

Consistent with ASL

Extend one hand with your index finger pointing outward, then extend your opposite hand with four fingers separated and palm facing inward. Now wave your four fingers near your extended index finger, repeating this motion three times.



Lube

– Lubrication used for assembly

Extend one hand with your open palm facing upward. Now form an “L” with the thumb and index finger of your opposite hand while rotating your wrist in small circles against your open palm.

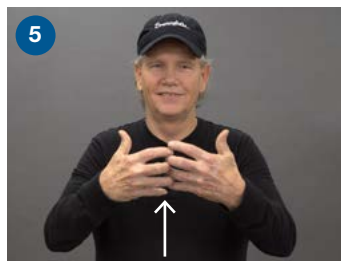
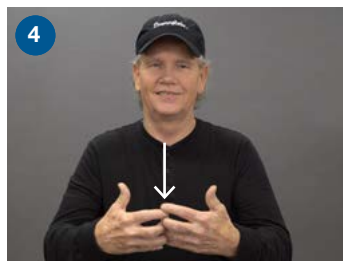
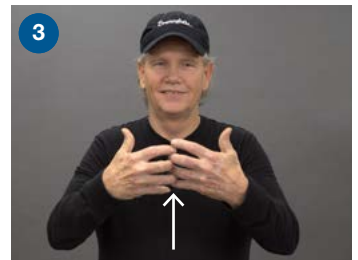
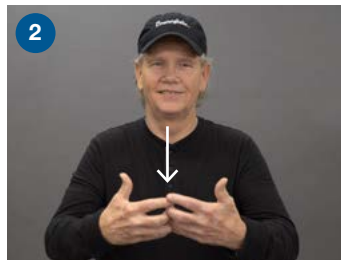


Machine

– An apparatus using or applying mechanical power and having several parts; to make or operate on with a machine

Consistent with ASL

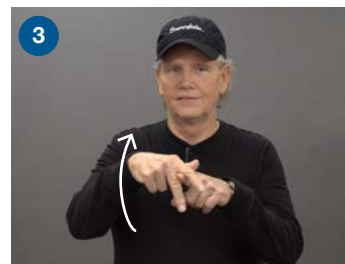
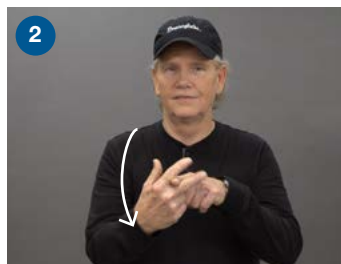
Extend both hands with fingers separated and palms facing inward, then interlock your fingertips and move your hands up and down three times.



Maintenance

– The process of repairing or preserving something to its original standard

Extend one hand with your index finger pointing outward. Now pinch your index finger between the middle and index fingers of your opposite hand while making a twisting motion with your extended index finger (as if turning a wrench).

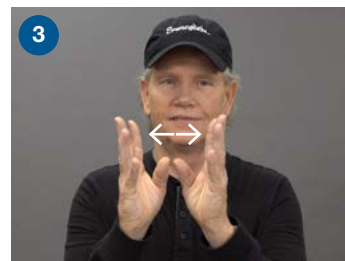


Meeting

– A coming together of two or more people; teams at Swagelok gather frequently

Consistent with ASL

Extend both hands with fingers pointing upward, palms facing each other, and thumbs touching. Now touch the fingertips of both hands together, then separate them, repeating this motion twice.

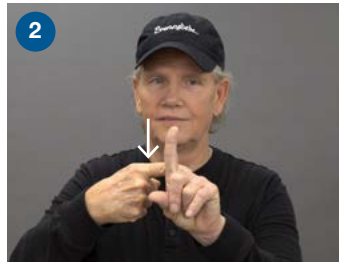


Month

– Each of the 12 named periods into which a year is divided; anywhere from 28–31 days

Consistent with ASL

Extend one hand with your index finger pointing upward. Now point the index finger of your opposite hand horizontally, place it atop your vertically extended index finger, and swipe down toward your knuckle.



Moving in X

– In most lathe applications, X is controlling the diameter of the product

Extend both hands with fingertips pinched to your thumbs. Pick up and lower both hands from one side to the other, then make a closed fist with one hand while forming a hook with your index finger.



Moving in Y

– Least common movement used in machining; used primarily for indication

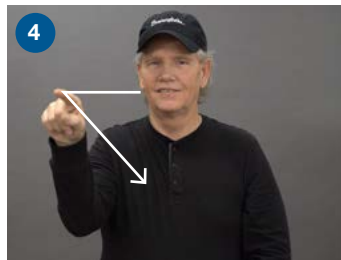
Extend both hands with fingertips pinched to your thumbs. Pick up and lower both hands from one side to the other, then extend the thumb and pinky finger of one hand with your palm facing outward.



Moving in Z

– In most lathe applications,
Z is controlling the length of the process

Extend both hands with fingertips pinched to your thumbs. Pick up and lower both hands from one side to the other, then extend the index finger of one hand and draw the letter “Z.”



Moving Negative

– Used to make a part shorter or smaller in diameter

Extend both hands with fingertips pinched to your thumbs. Pick up and lower both hands from one side to the other, then extend one hand in an open palm with fingers pointing upward. Now point the index finger of your opposite hand outward and touch it to your open palm.



Moving Positive

– Used to make a part larger in length or diameter

Extend both hands with fingertips pinched to your thumbs. Pick up and lower both hands from one side to the other, then point the index finger of one hand upward. Now point the index finger of your opposite hand horizontally and bring it behind your vertically extended index finger to form a “+.”



Offset

– *Adjusting a tool, typically for wear*

Make a closed fist with both hands with your index fingers forming hooks. Now touch your wrists together while turning your fists from left to right (your bottom hand should end on top).



Outer Diameter (OD)

– *The external diameter of the part*

With one hand, pinch your thumb to your middle finger to form a circle and point your index finger outward. Now place your opposite hand (palm facing inward and thumb tucked inside) underneath your pinched fingers, then pull your top hand away (your index finger now points behind you).



Part Finish

– The machined surface of any part;
if not otherwise specified, Swagelok tolerance is <63 micro

Extend one hand with your open palm facing upward. Now slide the flat edge of your opposite hand against your open palm twice, starting at your index finger. Then hold up both hands with palms facing inward and turn them outward.



Pass

– An act or instance of moving past or through something

Consistent with ASL

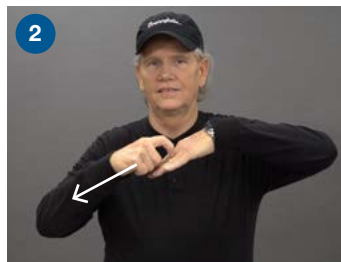
Make a closed fist with both hands with your thumbs pointing upward. Brush the knuckles of your fists together one time.



Perthometer

– Inspection tool used to measure multiple dimensions

Extend one hand diagonally with your fingers and palm pointing downward and elbow elevated. Make a closed fist with your opposite hand with your index finger forming a hook, then touch your hook to your wrist and pull down toward your fingers.



Quality

– The standard to which something is measured;
one of Swagelok's core values

Extend one hand with only your thumb and index finger pointing upward. Now rotate your wrist so that your thumb and index finger point downward, then touch this open pinch to your chest.

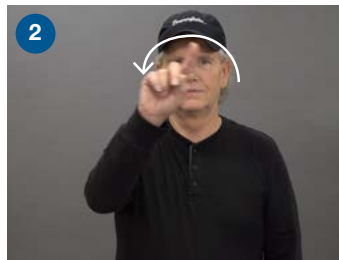


Question

– A sentence expressed to elicit information

Consistent with ASL

Using your index finger, draw the shape of a question mark in the air.



Reamer – Tool used to create a form or finish in the inner diameter

Extend one hand in an open palm with fingers pointing upward. Cross the index and middle fingers of your opposite hand with your palm facing outward, then touch your crossed fingers to your open palm and rotate your wrist (your palm is now facing inward).



Restroom – Bathroom, toilet, washroom

Consistent with ASL

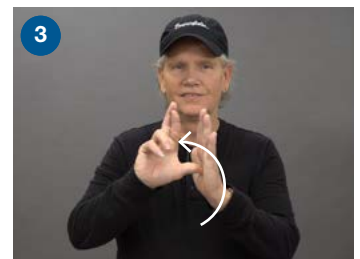
Cross the index and middle fingers of one hand and draw a lowercase “r” in the air.



Review – A formal assessment or examination of something or someone, like a Swagelok associate's performance

Consistent with ASL

Extend one hand in an open palm with fingers pointing upward, then cross the index and middle fingers of your opposite hand and touch your thumb to your open palm, with your crossed fingers pointing downward. Now rotate your thumb against your open palm until your crossed fingers point upward.



Rough

– Used in conjunction with various tools to take the majority of material away;
used to describe a surface that looks coarse rather than smooth

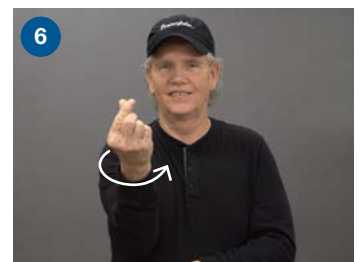
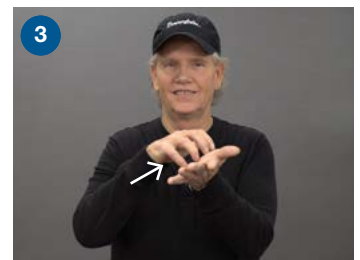
Extend one hand with your open palm facing upward. Crook the fingers of your opposite hand (as if grasping a ball) and brush them twice against your open palm, starting at your wrist.



Rough Insert

– Used prior to finishing an insert to take the majority of material away

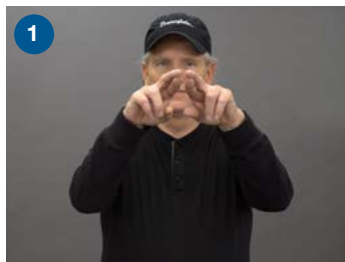
Extend one hand with your open palm facing upward. Curl the fingers of your opposite hand (as if grasping a ball) and brush them twice against your open palm, starting at your wrist. Using the same hand (palm facing outward), bring your thumb and index finger together without touching, then rotate your wrist so that your palm faces inward.



Routing

– Document that lists specific steps and locations where a part is machined and/or assembled

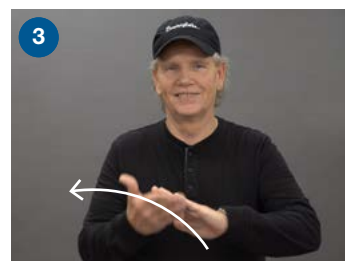
Cross the index and middle fingers of both hands, point them outward, then bring your hands together. Now move your hands away from each other (shoulder width), then move them downward to draw the top and sides of a box.



Running Machine

– The status of a machine after the First Article is completed; the process during which production takes place

Extend one hand diagonally with your fingers angled slightly upward and open palm facing downward. With your opposite hand extended in an upward-facing open palm, brush the underside of the fingers of your downward palm three times.



Same

– Identical; not different

Consistent with ASL

Using both hands, point your index fingers outward, then touch your hands together three times.



Setup

– The process of making a machine ready for the production of parts; completed after the cleanout and before the First Article process

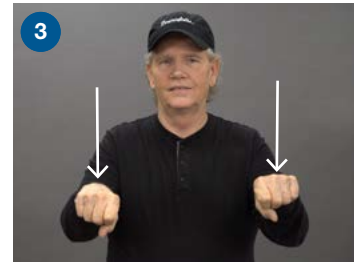
Extend one hand with your open palm facing downward. With your opposite hand, make a closed fist with your thumb pointing away from you, then rotate your wrist so that your thumb points upward. Now touch your fist to the top of your open palm.



Shop Talk

– A meeting held to inform associates of pertinent information and changes that are specific to the business

Make a closed fist with both hands (palms facing outward) and touch your fists together, then separate them (shoulder width). Now move both hands down and extend your index fingers. Next, touch one finger to the corner of your mouth, then the other. Repeat this motion twice.



Smooth

– Having an even and consistent surface

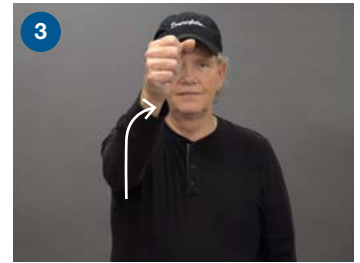
Extend one hand with your open palm facing upward. Gently glide the palm of your opposite hand across your open palm one time, starting at your wrist.



Staking

– The process of combining multiple objects together with force

Using one hand, make a closed fist while pulling your arm down, then bring your arm up again (as if grabbing and pulling a lever).



Stamp

– Used to describe the process of placing alphanumeric lettering on a part

Extend one hand with your open palm facing upward. Make a closed, elevated fist with your opposite hand and touch it to your open palm one time.



Supervisor

– A person who supervises a person, group of associates, and/or an activity

Consistent with ASL

Extend the middle and index fingers of both hands (with middle fingers pointing away from you and index fingers pointing outward), then place one hand atop the other. While keeping your hands together, move them in a circular motion in front of your body.



Surface Analyzer

– Inspection tool used to measure surface finish of a part

Extend one hand with your open palm facing outward. Extend the index finger of your opposite hand and touch it to the middle finger of your open palm, then glide your index finger across your palm toward your wrist.



Swagelok

– Company name; who we are

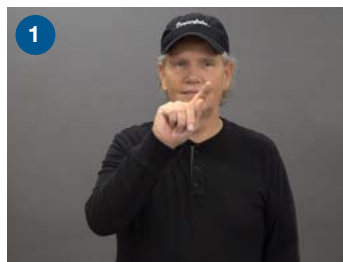
Using one hand, make a closed fist with your thumb between your index and middle finger (palm facing outward), then form an “L” with your thumb and index finger.



Team Coordinator

– An associate whose role is to help facilitate daily activities within the operations team

Using one hand, make a closed fist, tucking your thumb between your middle and index fingers. Then form a “C” using the same hand.



Tearing

– Condition where material appears torn or gouged instead of a smooth cut

Using both hands, pinch your index fingers to your thumbs, then touch your thumbs together (palms facing downward). Now pull one hand down and away from the other (as if tearing paper).

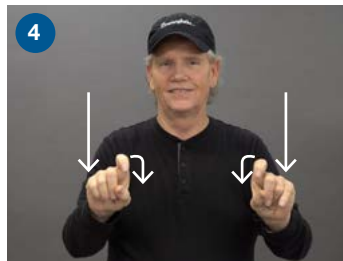


Test

– A procedure intended to establish the quality, performance, or reliability of something

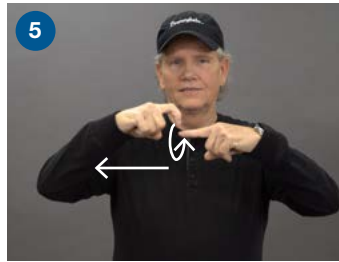
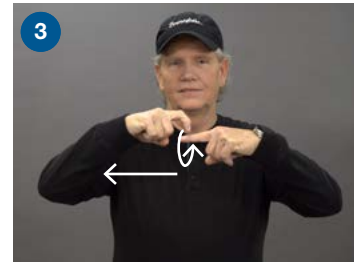
Consistent with ASL

Extend both hands with your index fingers pointing upward (palms facing outward). Now pull both hands down while pulling your index fingers down at the same time. Repeat this motion twice.



Thread – *The spiral groove used to accept a matching-sized nut*

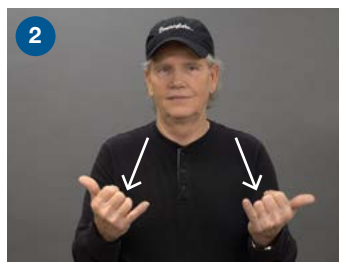
Point the index finger of one hand away from you and form a hook with the index finger of your opposite hand. Then orbit your hook around your extended index finger several times, moving from knuckle to fingertip.



Today – *This present day*

Consistent with ASL

Using both hands, extend your thumbs and pinky fingers with palms facing inward, then move your hands down and up three times.



Tomorrow – *The day after today*

Consistent with ASL

Make a closed fist with one hand with your thumb extended. Now touch your thumb to your cheek, then point your thumb upward (as if giving a “thumbs-up”).



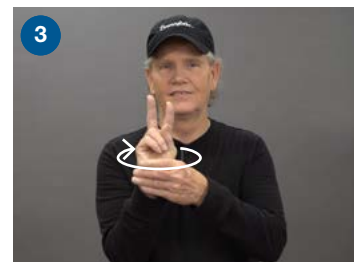
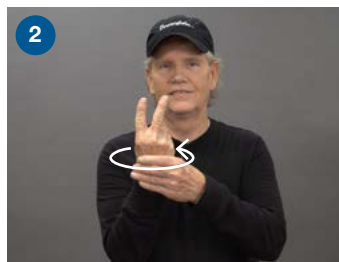
Touch Off – *The act of manually moving a cutting tool to touch a specific diameter of a bar*

Extend one hand with your open palm facing downward. Point the middle finger of your opposite hand downward and touch it to the top of your bottom hand. Now flatten your top hand and touch it to your bottom hand, then pull your top hand away.



Valve – *Device used for controlling the passing of fluid, gas, or air between pipes*

Extend the middle and index fingers of one hand (palm facing outward), then grasp your wrist with your opposite hand. Now rotate your wrist three times (your palm now faces inward).



Week

– A period of seven days; however, a work week may include fewer days

Consistent with ASL

Extend one hand with your open palm facing inward, then extend the index finger of your opposite hand and slide your hand across your open palm one time, starting at your wrist.

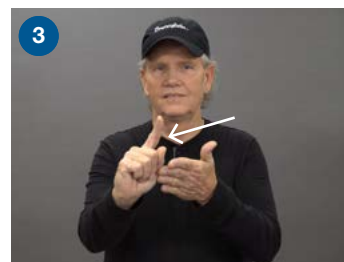


Weekend

– The period from Friday evening through Sunday evening

Consistent with ASL

Extend one hand with your open palm facing inward, then extend the index finger of your opposite hand and slide your hand across your open palm one time, starting at your wrist. Now flatten this hand and move it in a downward “chop” motion.



Year

– The period of 365 days (or 366 days in a leap year)

Consistent with ASL

Make a closed fist with both hands and place one hand atop the other, then orbit your top hand around your bottom hand one time.



Yesterday

– The day before today

Consistent with ASL

Extend the thumb and pinky finger of one hand (palm facing outward) and touch your thumb to your cheek, then under your eye, then to your cheek again.





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Comments are welcome and should be sent to:

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