

Subject	Effective Date: TBD	Number: QWP002
Paint Pen Touch-Up Procedure	Pages: 2	Revision: A

**1.0 PURPOSE:** To instruct the proper use of the paint pens to touch-up grids or vinyl.

**2.0 SCOPE:** Damaged painted or laminated parts needing touch-up.

**3.0 PROCEDURE:**

3.1 Paint pen:

3.1.1 Make sure the touch-up color and gloss match by painting a test piece.

3.1.2 Make sure the surface is clean, dry and free of grease and oil. If needed, use a mild solvent and a clean cloth to wipe down the surface. Glossy surfaces should be dulled using a medium to fine grit sand paper. This will ensure proper adhesion of paint.

3.1.3 Always shake the paint pen for at least one minute after the mixing ball begins to rattle. Make sure that the pen is capped tightly before shaking.

3.1.4 To use the pen for the first time, remove the cap and prime the tip with paint by pressing it a few times against a flat surface. The paint will begin to flow through and around the tip. The tip is now primed.

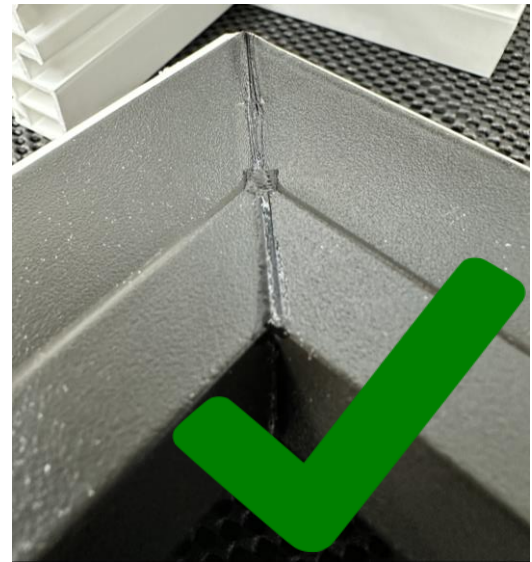
3.1.5 Press the tip against the area to be repaired. CAUTION: Pressing the tip continuously will result in too much paint being dispensed. Tip should be pressed only when additional paint is required to cover the repair area.

3.1.6 Touch-up is allowed to be one dot or one continuous straight line on a scratch 1" in length or less, which doesn't exceed more than 1/16" outside of the cosmetic imperfection.

3.1.6.1 Touch-up is acceptable on both interior and exterior of the grids and vinyl.  
(Additional pictures provided in Section 4: Inspection)



3.1.6.2 All laminated vinyl windows require a paint pen to be used to recolor the corner welds after the production process. This is a normal part of the process and not a defect. Paint may be longer than 1" in this location.



3.1.7 Apply paint with a smooth, even stroke. A single stroke is enough to cover the cosmetic imperfection.

3.1.7.1 NEVER use a zigzag or multiple overlapping strokes.

3.1.8 Use very slight pressure when touching the pen to the substrate. Avoid retouching the wet paint film with the pen after it is applied.

3.1.8.1 Do not try to retouch applied paint after paint has set up for more than 5 minutes.

3.1.8.2 A maximum of 3 touch-ups are allowed per window.

3.1.9 When finished, recap the pen.

#### 4.0 INSPECTION:

4.1 Check that there is a maximum of 3 touch-ups per window.

4.2 Check the color & gloss of the touched-up area to un-touched up painted area.

4.3 Check that a single dot or continuous straight line is used. NO ZIGZAGS.

4.4 Check for runs. Runs are not permitted.

4.5 Check for streaks. Streaks are not permitted. If streaks appear, the paint film thickness is uneven.



Excessive paint with runs



Zigzags



Retouch-up applied