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## RECEIVING PROCEDURE

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**Abstract:**

This document describes the receiving and inspection process.

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### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 PURPOSE

This document defines the Receiving process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

## 2.0 THEORY

Receiving is the first line of defense to prevent [REDACTED]  
 [REDACTED] Receiving inspection cannot provide [REDACTED]

As a result of teaming and intelligent design, the Company [REDACTED]  
 [REDACTED]

## 3.0 PROCEDURE: RECEIVING

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

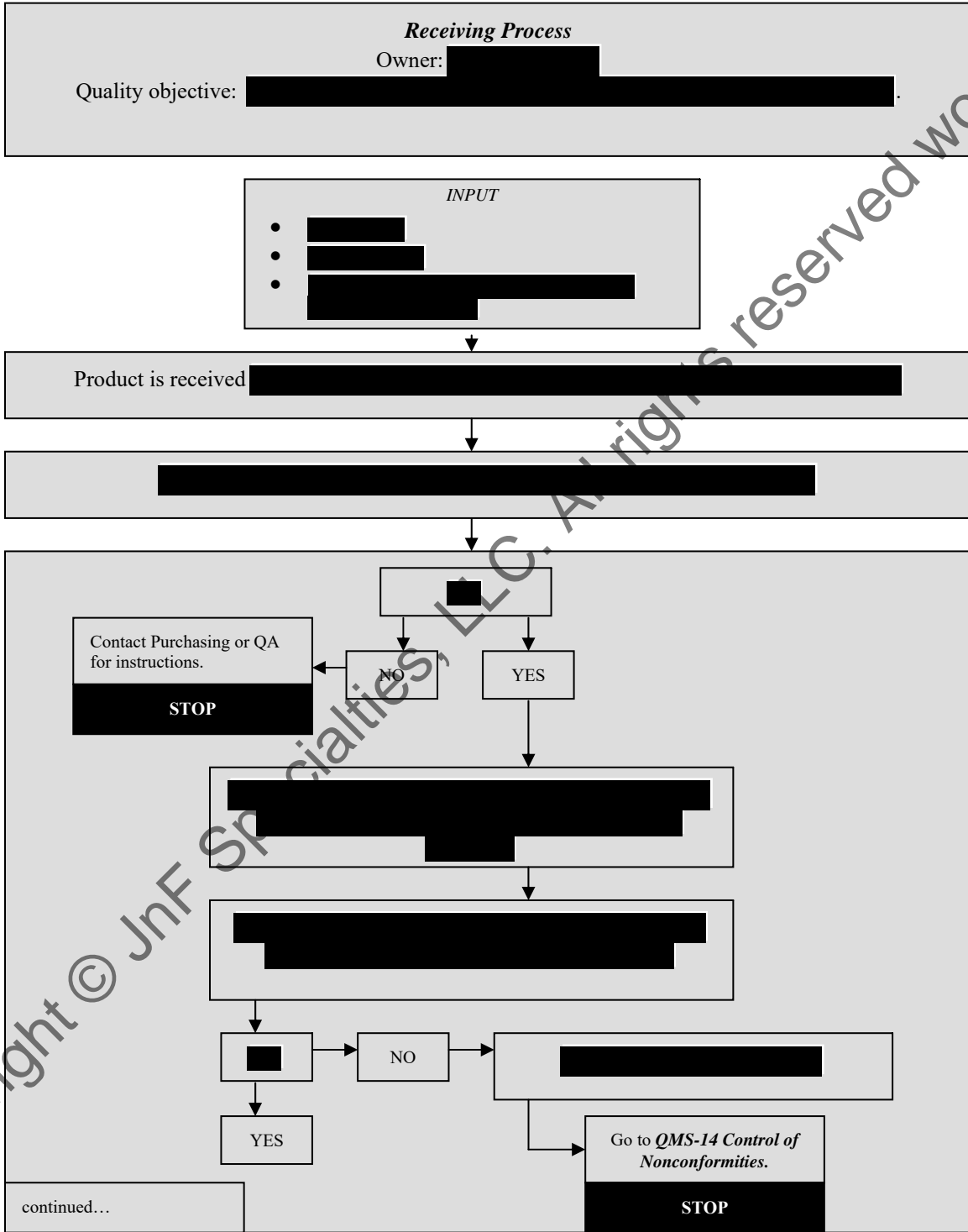
## 4.0 PROCEDURE: RECEIVING INSPECTION

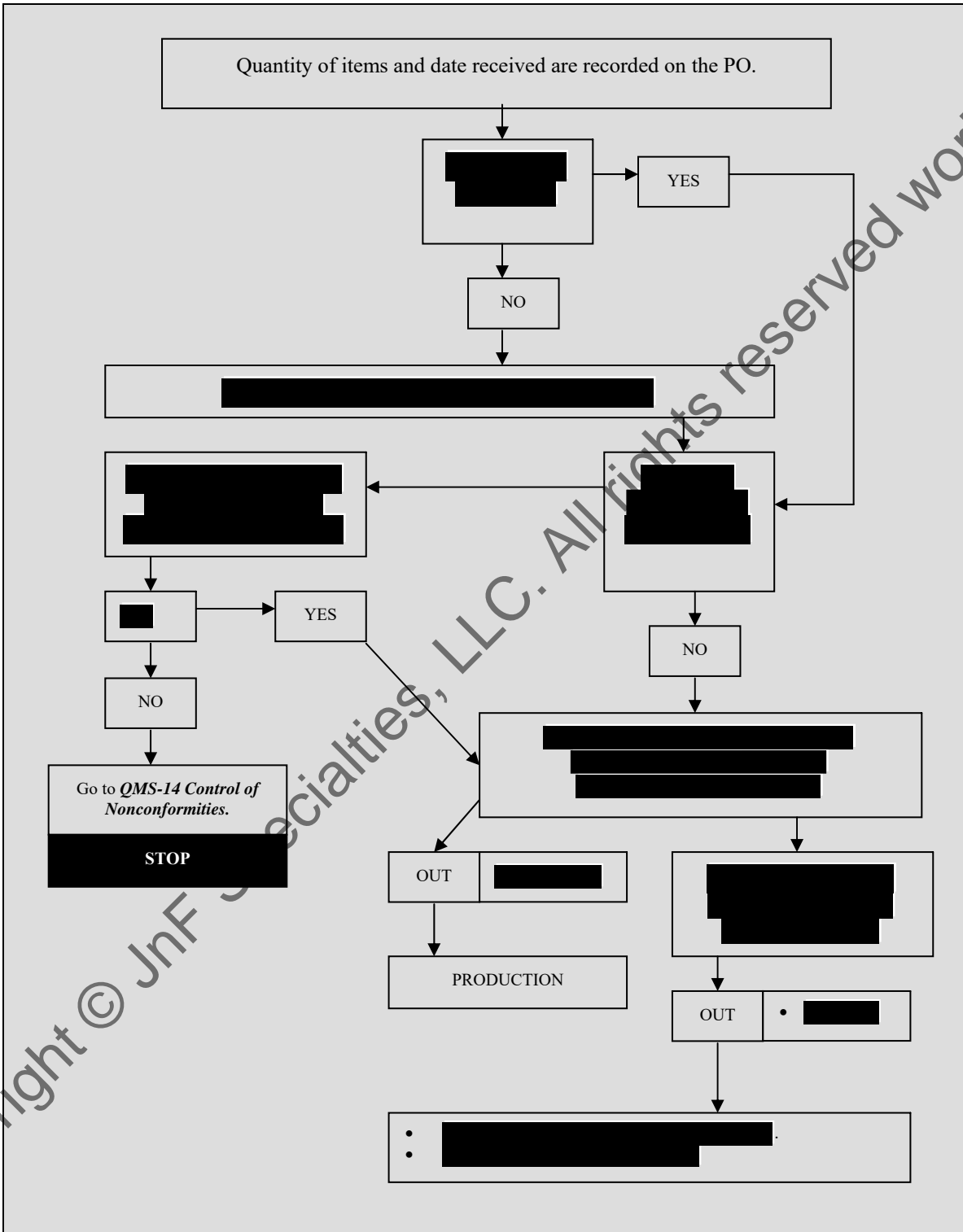
4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see the *Purchasing Procedure*)

4.2 Inspections are performed according to Appendix A [REDACTED]  
 [REDACTED] The results are recorded on the applicable forms and the purchase order is processed according to Appendix B.

Copyright © Jm [REDACTED] becr [REDACTED]

## 5.0 PROCESS MAP





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## APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

**Op 1:** Acquire copy of purchase order. Perform [REDACTED]

**Op 2:** Verify supply [REDACTED]

**Op 3:** Count the [REDACTED] Items exempt from counting include [REDACTED]

**Op 4:** Verify the Supplier is [REDACTED] if Supplier is not listed then [REDACTED]

If Supplier provides a non-chemical item and is approved for [REDACTED]

If Supplier provides a chemical and is approved for [REDACTED]

**Op 5:** If the supply is a <Catalog/Commercial> item, [REDACTED]

**Op 6:** Perform First Piece Mechanical/Visual inspection [REDACTED]

**Op 7: SAMPLING PLAN:**  
**ANSI Z1.4** AQL=1.0 for all supplies that are [REDACTED]  
[REDACTED]  
then...

**Op 8:** [REDACTED] then...

**Op 9:** [REDACTED] then...

**Op 10:** Verify conformance to the required chemical composition according to [REDACTED]  
[REDACTED]

**Op 11:** When raw material is accepted [REDACTED] and perform the following activities:

For critical item: [REDACTED]

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[Redacted]

For non-critical item:

[Redacted]

Op 12: When product is released

[Redacted]

Op 13: Verify lot traceability is

[Redacted]

Op 14: If the Supplier is a distributor

[Redacted]

Op 15: Affix a **Good Material Tag** to accepted supplies. For supplies that exhibit

[Redacted]

Op 17: Complete the inspection record following its format (record applicable M&TE, lot traceability, etc).

Op 18: Complete shelf life expiration log for supplies that have an expiration date.

Op 19: Record the quantity and date received on the PO then [Redacted]

Op 20: If the Supplier's packaging is

[Redacted]

Op 21: Inspect Customer/Government furnished property upon receipt to verify condition and quantity.

[Redacted]

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## APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	[REDACTED]
2	Supply is the last Item on PO	[REDACTED] <b>NOTE:</b> Each entry into the <i>Supplier Performance Report</i> is [REDACTED]
2.1	Supply is the last Item on PO	<b>Optional:</b> [REDACTED]

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