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Abstract:

This document describes the receiving inspection process.

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Receiving Inspection

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1.0 **PURPOSE**

This document defines the Receiving process including receiving inspection activities and includes or makes reference to

THEORY 2.0

Receiving is the first line of defense to prevent

; however, sampling and 100% incoming inspection is

Receiving inspection cannot provide

As a result of teaming and intelligent design, the Company

PROCEDURE: RECEIVING

- All deliveries other than mail or express carrier are
- The Responsible Authority (RA) shall
- The RA will make a copy of the packing slip for packages received.
- If the RA notices any obvious damage to the product's packaging, they will
- If okay, the RA passes the items and original paperwork to Quality for receiving inspection.

PROCEDURE: RECEIVING INSPECTION

- The inspector will receive the items and original paperwork from the RA and acquire 4.1
- Inspections are performed according to Appendix A or as required by 4.2

the purchase order

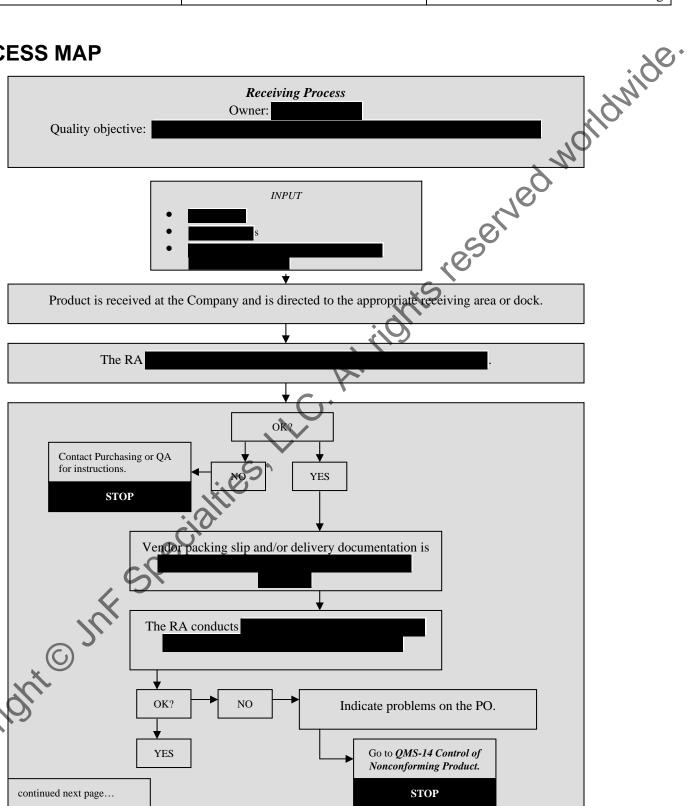
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PROCESS MAP

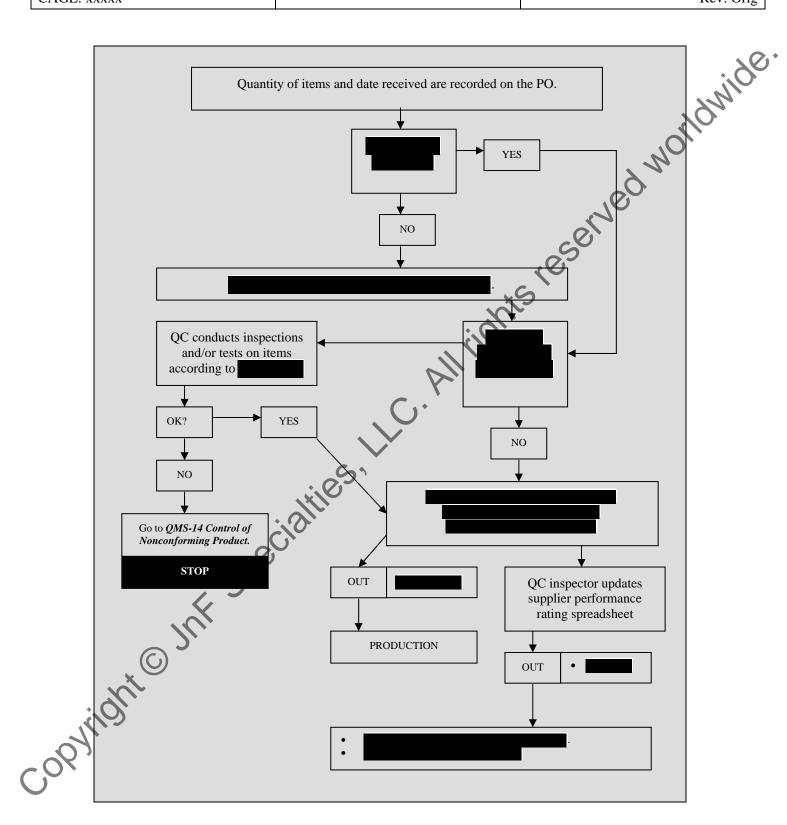


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APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS Op 1: Acquire copy of purchase order. Perform Op 2: Verify supply visually matches the drawing number and revision or catalog description and/or number specified on the PO Op 3: Count the quantity of items received. Items exempt from counting include length of material on rolls of supply **Op 4:** Verify the Supplier is approved according to Op 5: If the supply is a <Catalog/Commercial> item, measure Op 6: Perform First Piece Mechanical/Visual inspection on a new production part number to determine **Op 7:** SAMPLING PLAN: Op 8: Verify dimensional conformance of selected items according to , then Op 9: , then Op 10: Op 1: When raw material is accepted only by review of Supplier certificate of analysis, review the current Approved Supplier List for item criticality and perform the following activities: For critical item: This document expires 30 days after printing unless marked "Released".

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For non-critical item:		
Op 12:		
Op 13:		
Op 14: Affix a Good Material Tag	to accepted supplies.	
Op 15: If supplies are nonconform	ning	
Op 17: Complete shelf life expiration	cord following its format (record applicable on log for supplies that have an expiration of	
Op 18: Op 19:	according to Appendix B	
Op 20:		

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APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	Produce a copy of the PO - attach packing slip to the copy of PO and
2	Supply is the last Item on PO	Attach the Supplier's packing slip to the original PO - produce a copy of the PO NOTE: Each entry into the Supplier Performance Report is a re-evaluation of the Supplier approval status
2.1	Supply is the last Item on PO	Optional:

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QC Tags (shrink to fit application – send template to printer to make multi-part form)

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Helpful Hints:

Purchase "presentation" paper in choice of color then print and cut labels as required.

Purchase peel-and-stick labels of the correct size then print as required.

	WITHHOLD TAG	
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GOOD MATERIAL TAG

Your Logo

GOOD MATERIAL TAG

Your Logo

WITH	HOLD TAG	Yo	our Logo
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason 1	for Withholding	:	

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Reason	for Withholding	:	

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Helpful Hints:

Purchase "presentation" paper in choice of color then print and cut labels as required.

Purchase peel-and-stick labels of the correct size then print as required.

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		Commercial or items >50Lbs = 1/Lot	Approval:		
Oper (Qty Descrip	otion of Inspection Operation	<u> </u>	Gage	Comment
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Your Logo

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(Your Company Name) Dimensional Analysis Record

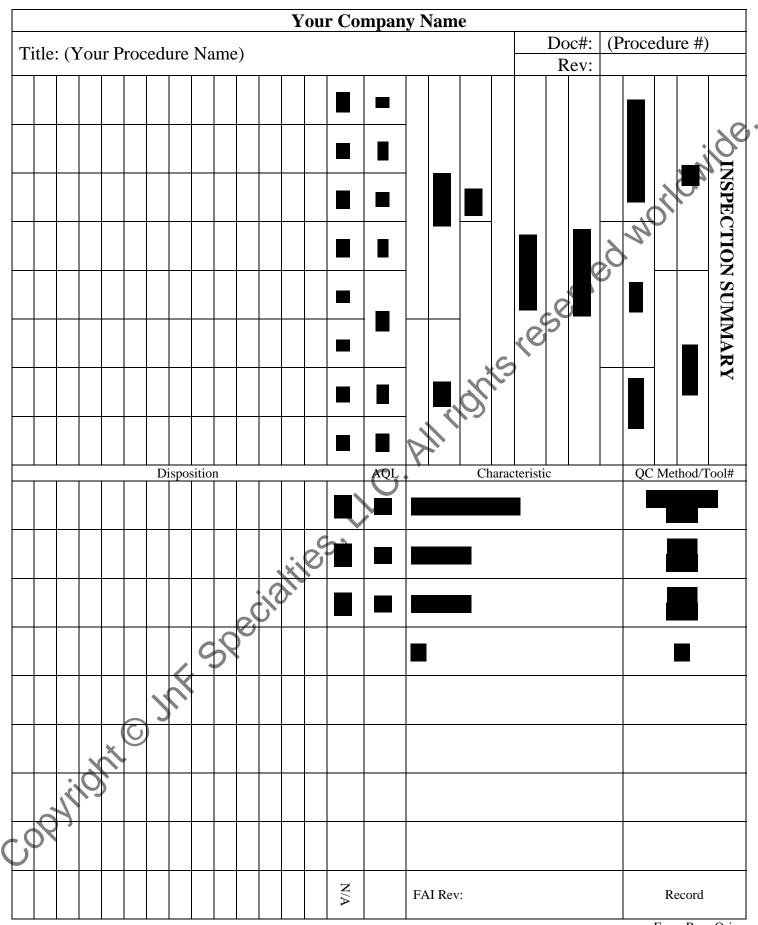
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Your Logo Form Rev: Orig

## **First Piece Inspection Report**

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## REQUEST FOR SUPPORT

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REQUEST FOR CORRECTIVE ACTION

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Your Logo

# INVESTIGATION AND CORRECTIVE ACTION REQUEST

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**Shelf Life Expiration Log** 

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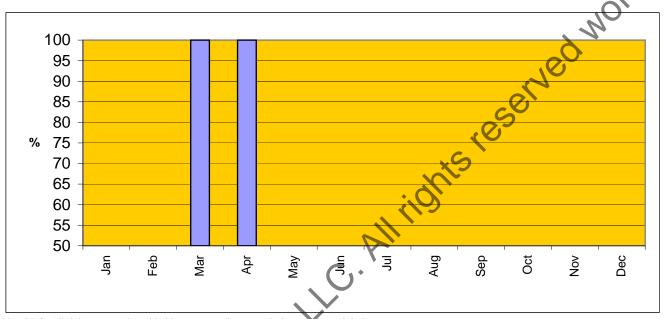
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# **Supplier Performance Rating**



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Supplier Number:	#	S'	<b>Quality Performance</b>
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Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Rating %			100	100								
Pieces Received			5	5								
Pieces Accepted			5	<b>J</b> 5								

Performance Rating Standards



Supplier Name: (name)

Overall Rating %: 100

Your Company Name Address Phone Fax Email

Add to Cart