

RECEIVING PROCEDURE

Origination Date: XXXX

Document Identifier:	QMS-09 Receiving Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:

This document describes the receiving and inspection process.

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REVISION LOG

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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 sub-standard supplies from affecting the Company's process or product quality; however, sampling and 100% incoming inspection is only a part of the collection of applications that are necessary to assure the release of conforming supplies to stock. Receiving inspection cannot provide 100% assurance of product or process quality because the affect that the supplies have on production-level activities cannot be assessed or verified - only by 100% use of supplies will defects be detected in product or process quality.

As a result of teaming and intelligent design, the Company ensures that deliverable supplies meet Customer requirements prior to packaging and shipping.

3.0 PROCEDURE: RECEIVING

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

4.0 PROCEDURE: RECEIVING INSPECTION

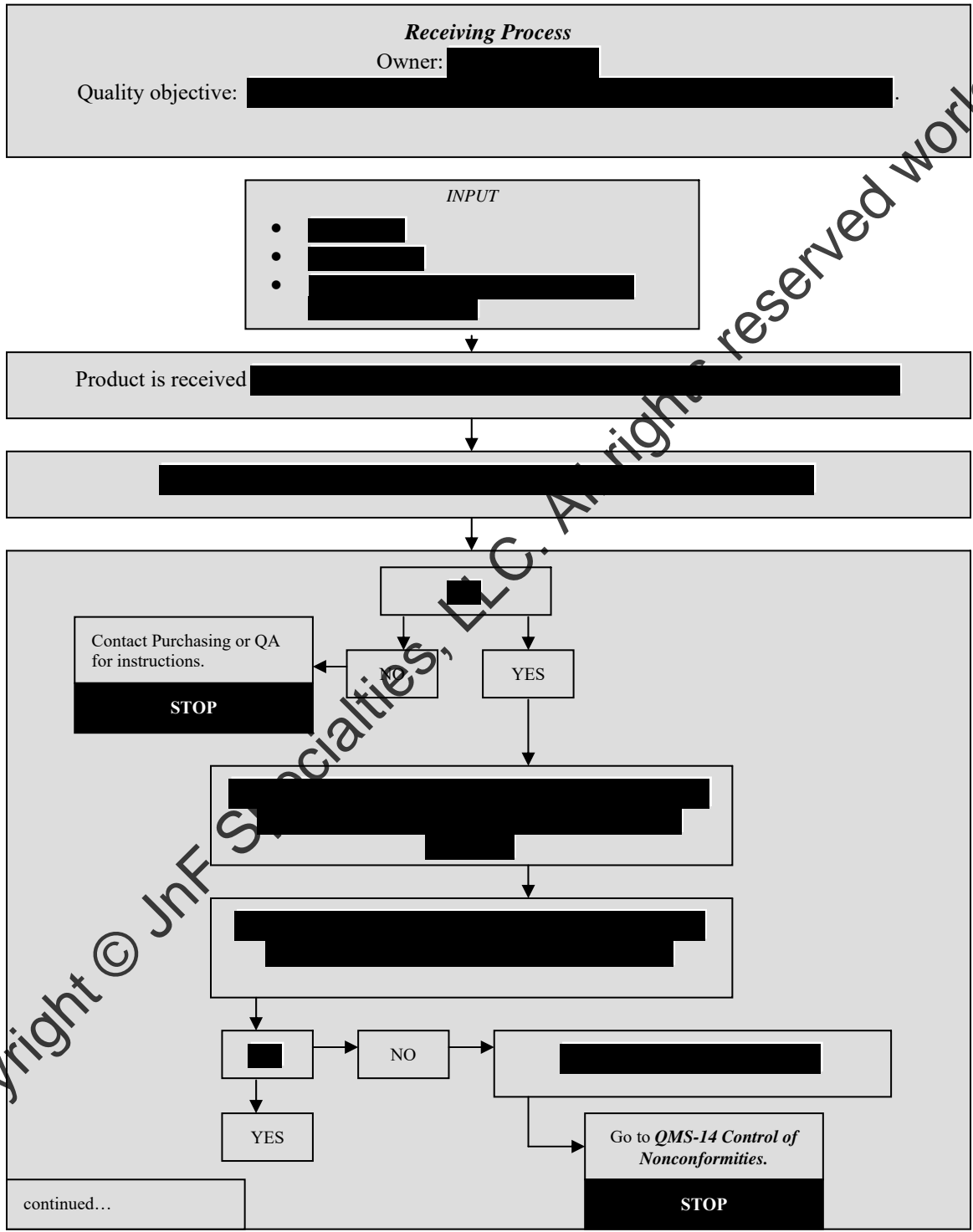
4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see the *Purchasing Procedure*)

4.2 Inspections are performed according to Appendix A or as required by work instruction, Customer requirements or other documentation. The results are recorded on the applicable forms and the purchase order is processed according to Appendix B.

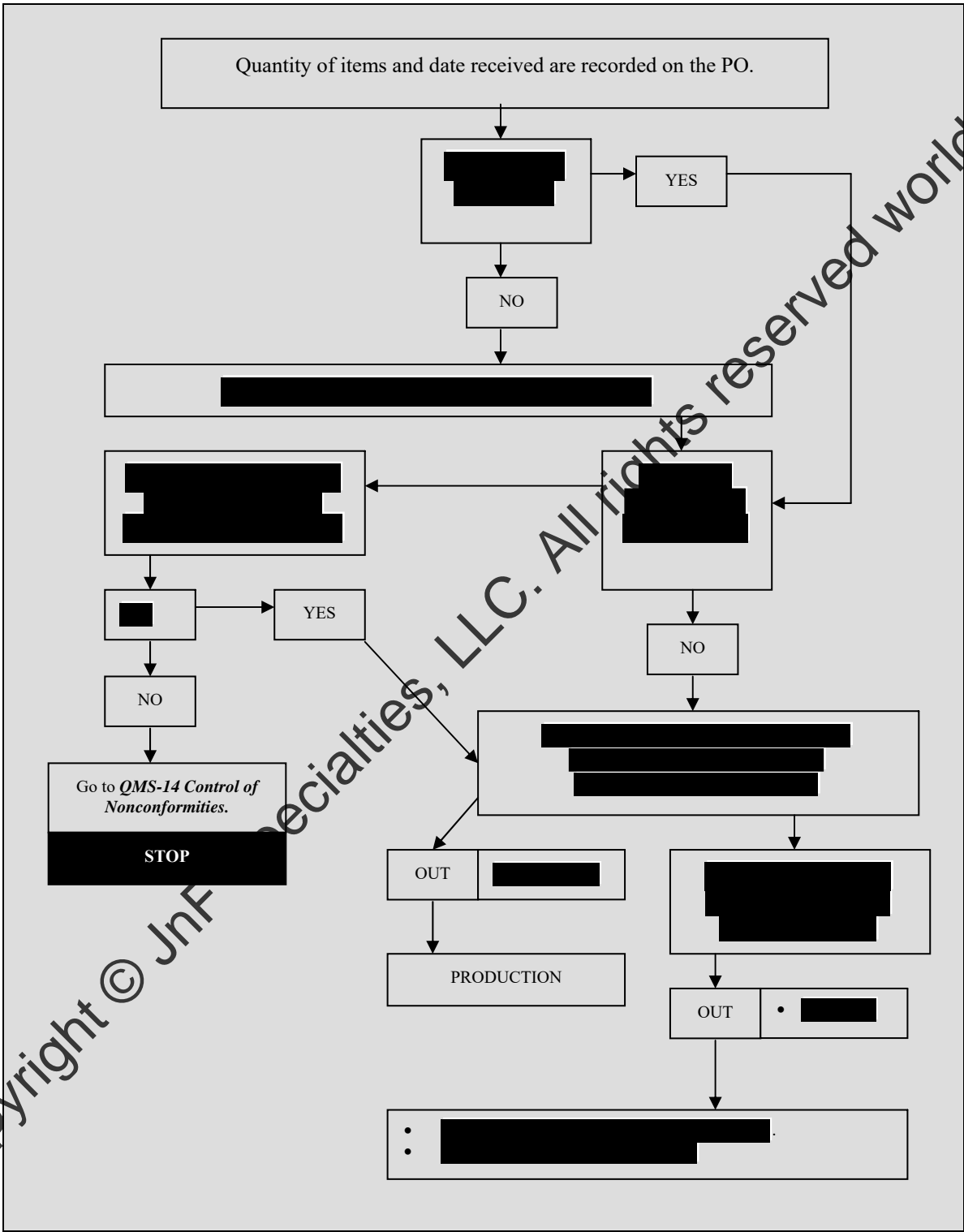
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5.0 PROCESS MAP



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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 quantity of items received. Items exempt from counting include [REDACTED]

Op 4: Verify the Supplier is approved according to the current **Approved Supplier List** - 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 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: [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	<p>[REDACTED]</p> <p>NOTE: Each entry into the Supplier Performance Report is [REDACTED]</p>
2.1	Supply is the last Item on PO	<p>Optional:</p> <p>[REDACTED]</p>

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