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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

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DOCUMENT CHANGE RECORD

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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]

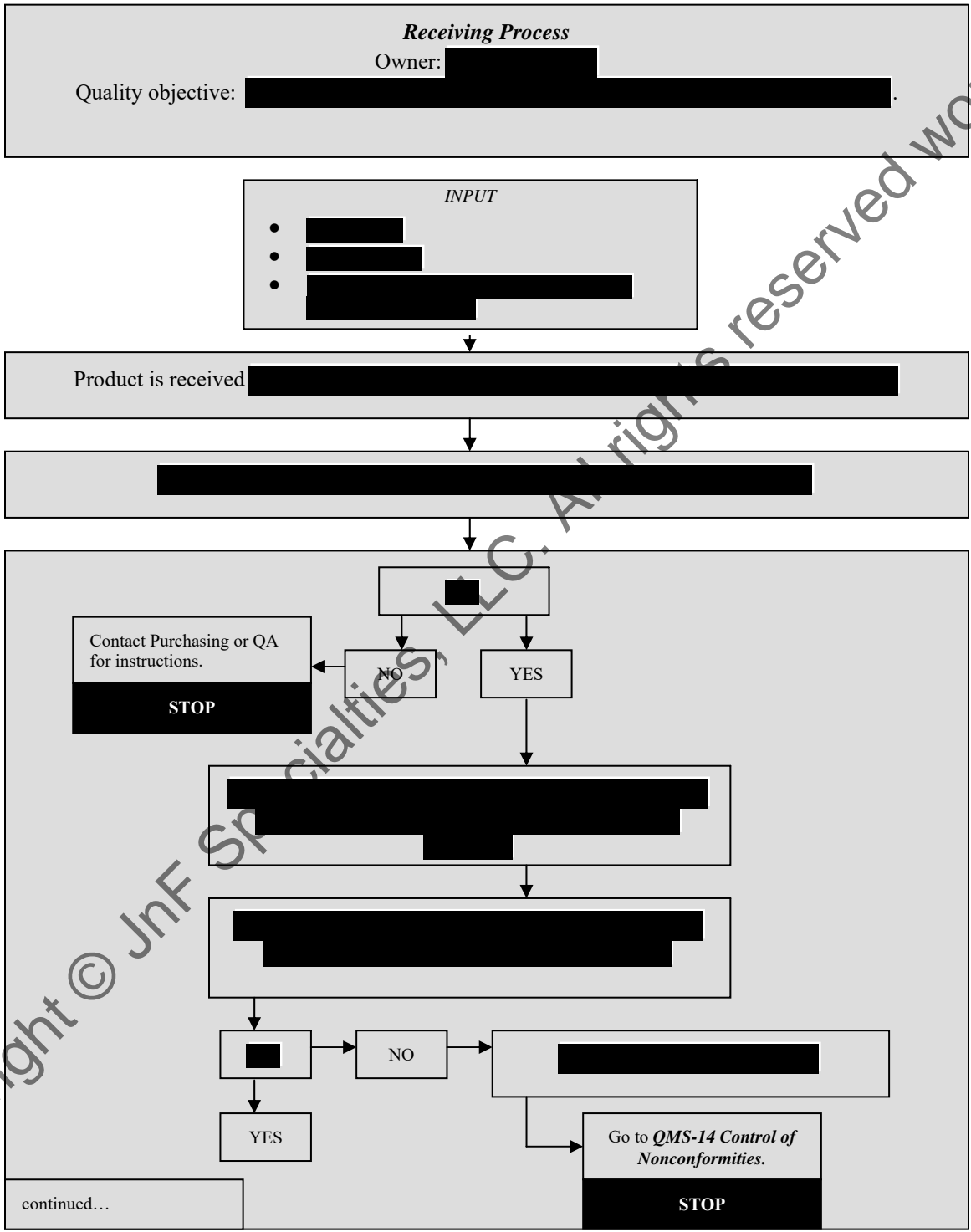
4.0 PROCEDURE: RECEIVING INSPECTION

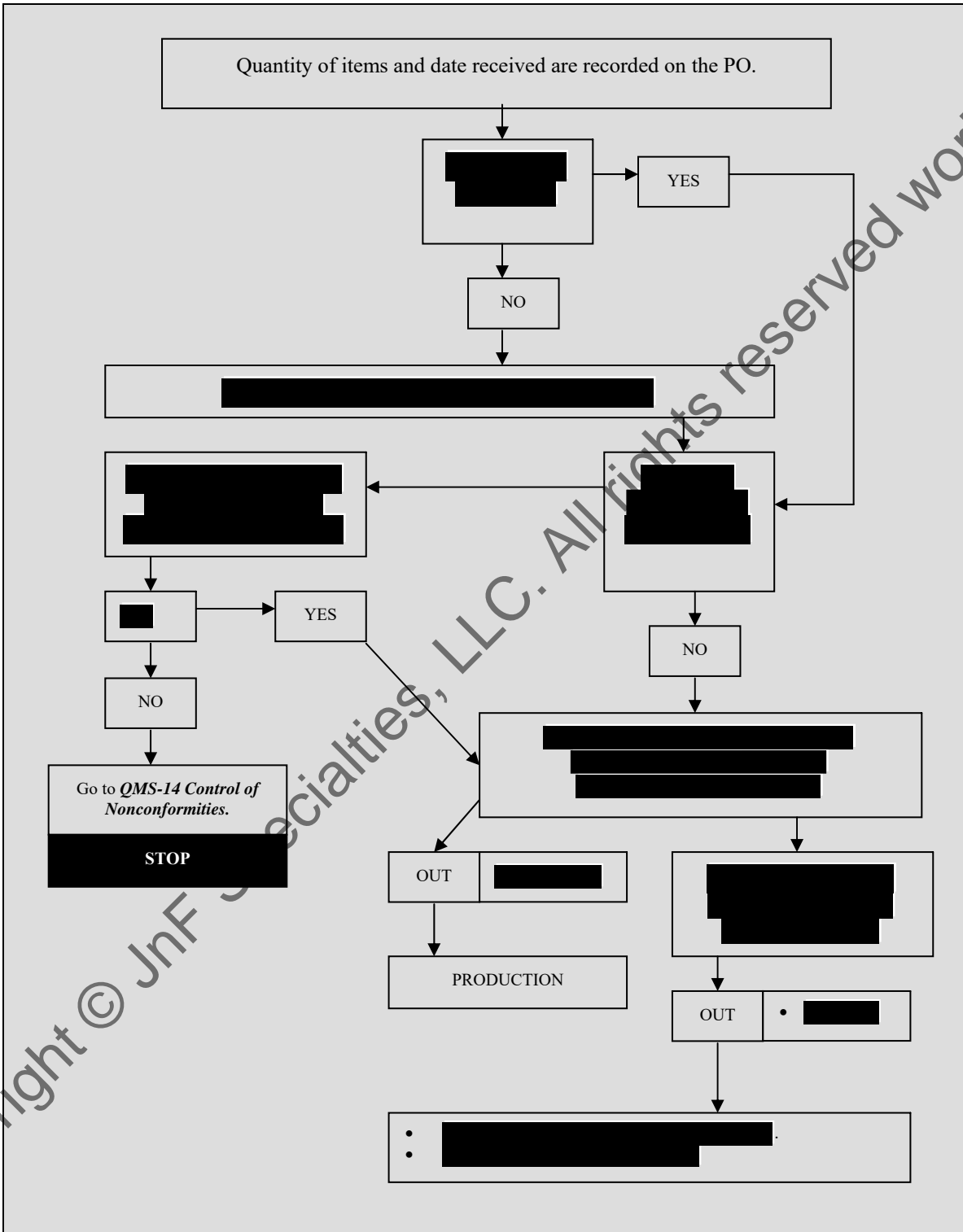
4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see the *Purchasing Procedure*)

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.

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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 [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]
[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	<p>[REDACTED]</p> <p>NOTE: Each entry into the <i>Supplier Performance Report</i> is [REDACTED]</p>
2.1	Supply is the last Item on PO	<p>Optional:</p> <p>[REDACTED]</p>

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