

Your Logo

REDACTED

Your Company Name

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RECEIVING INSPECTION

Origination Date: XXXX

Document Identifier:	Receiving Inspection
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

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change



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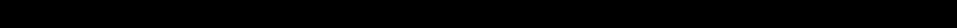
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1.0 PURPOSE

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 [REDACTED]

[REDACTED]

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PROCESS MAP

Receiving Process

Owner: [REDACTED]

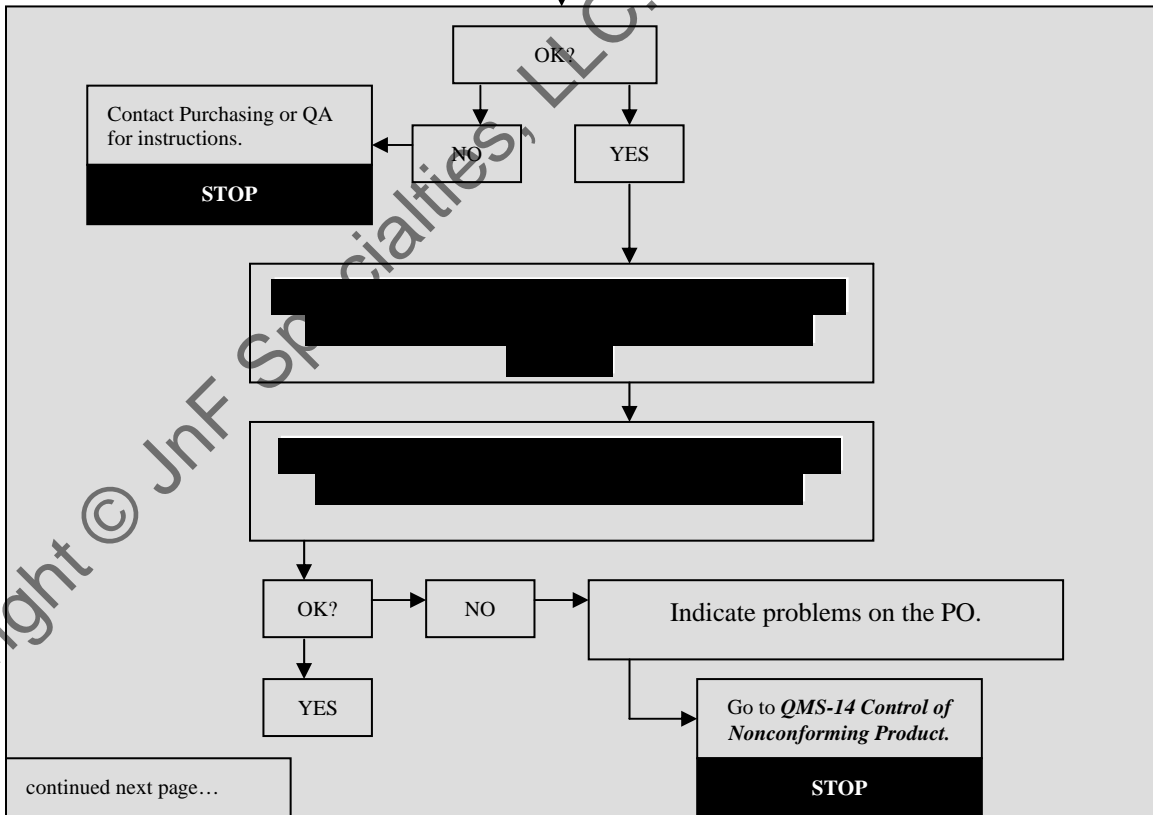
Quality objective: [REDACTED]

INPUT

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

Product is received at the Company and is directed to [REDACTED]

The RA does [REDACTED]



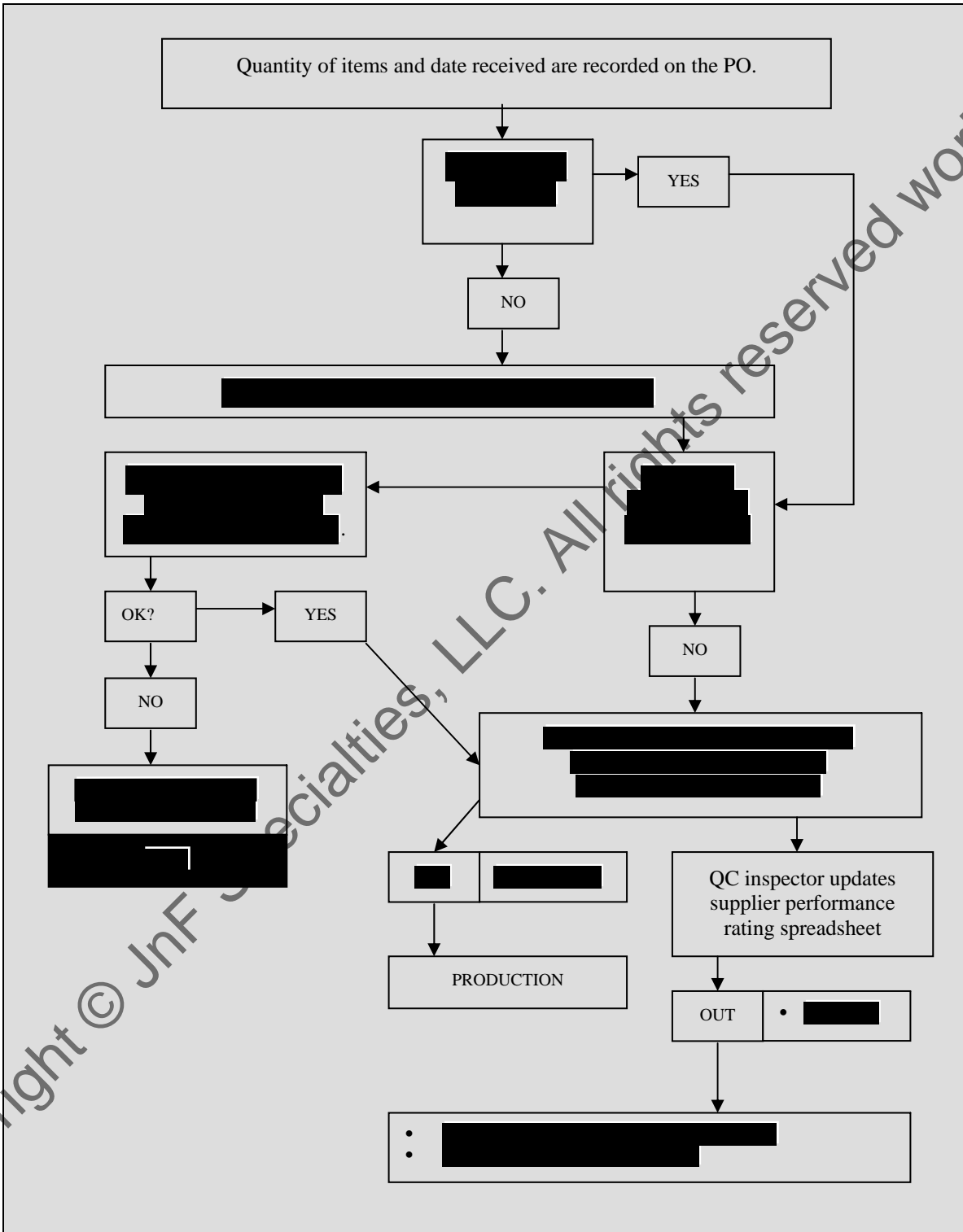
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APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

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

Op 2: Verify supply [REDACTED]

Op 3: Count [REDACTED]

Op 4: Verify the Supplier is approved according to the current Approved Supplier List - if Supplier is not listed

If Supplier provides a non-chemical item [REDACTED]

If Supplier provides a chemical [REDACTED]

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

Op 6: Perform First Piece Mechanical/Visual inspection on a new production part number to determine conformance to all PO requirements and dimensions and notes from the applicable drawing - record findings and observations on a First Piece Inspection or FAI form

Op 7: SAMPLING PLAN:
[REDACTED]

Op 8: Verify dimensional conformance [REDACTED] then [REDACTED]

Op 9: Verify conformance of supplies according [REDACTED] then [REDACTED]

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

Op 11: When raw material is accepted only by review of Supplier certificate of analysis, [REDACTED]

For critical item: [REDACTED]

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For non-critical item:

[REDACTED]

Op 12: Verify lot traceability

[REDACTED]

Op 13: If the Supplier is a distributor of the supplies, verify

[REDACTED]

Op 14: Affix a Good Material Tag to accepted supplies.

[REDACTED]

Op 15: If supplies are nonconforming or their conformance cannot be determined within 30 days of receipt,

[REDACTED]

Op 16: Complete the inspection record following its format (record applicable M&TE, lot traceability, etc)

Op 17: Complete shelf life expiration log for supplies that have an expiration date

Op 18: Record the quantity and date received on the PO then initial PO next to each item to indicate acceptance. Process the Purchase Order according to *Appendix B*

Op 19: If the Supplier's packaging

[REDACTED]

Op 20: Inspect Customer/Government furnished property upon receipt to

[REDACTED]

[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]
2.1	Supply is the last Item on PO	Optional: [REDACTED]

[REDACTED]

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