

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
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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

- All deliveries other than mail or express carrier are [REDACTED]
- The Responsible Authority (RA) shall [REDACTED]
- The RA will [REDACTED]
- If the RA notices [REDACTED]
- If okay, the RA [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 *QMS-08 Purchasing Procedure*).

IMPORTANT: Inspectors must employ ESD protocols to protect parts that are sensitive to electrostatic discharge.

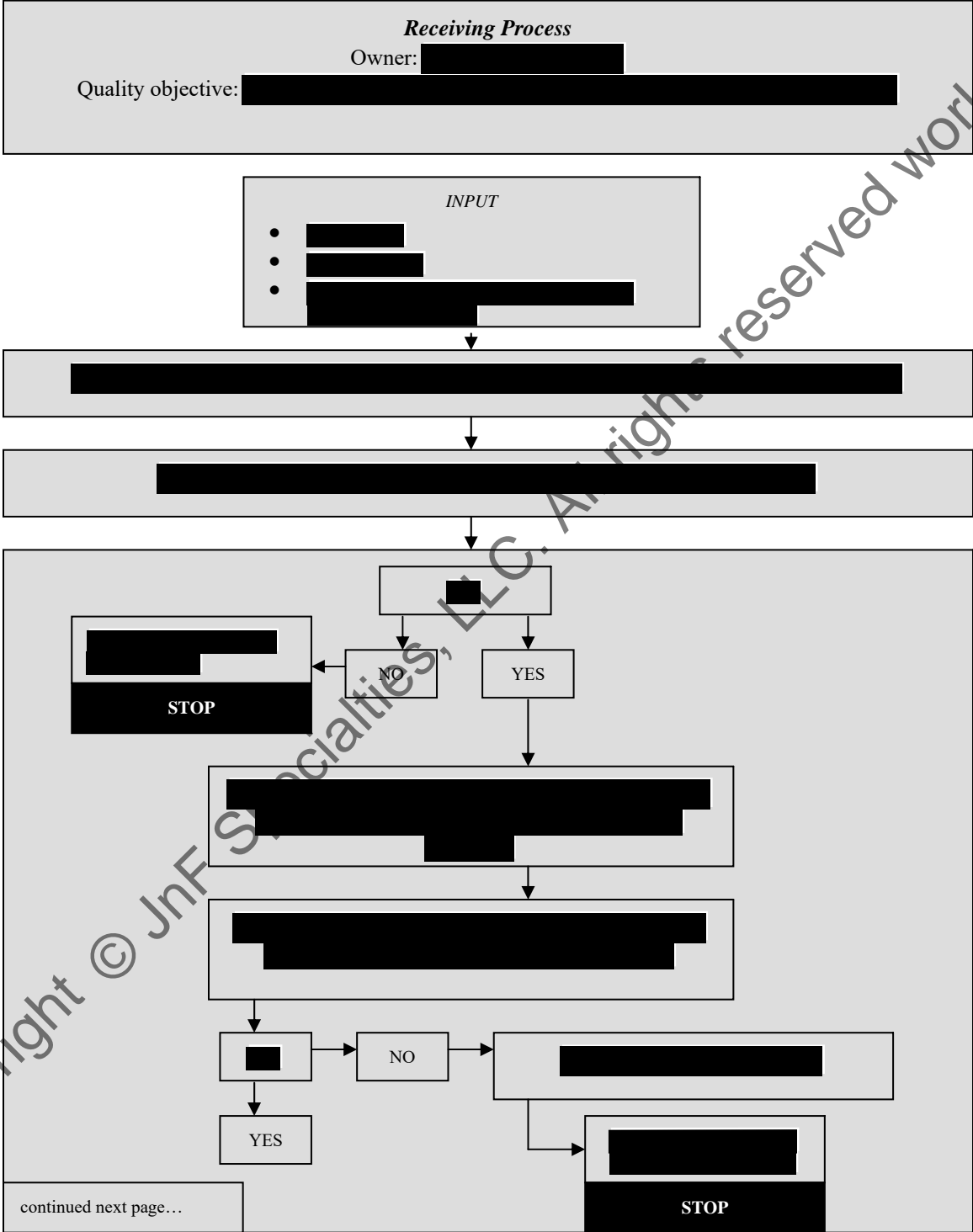
4.2 Inspections are performed according to *Appendix A* or as required by [REDACTED]. The results are recorded on the applicable forms and the purchase order is processed according to *Appendix B*.

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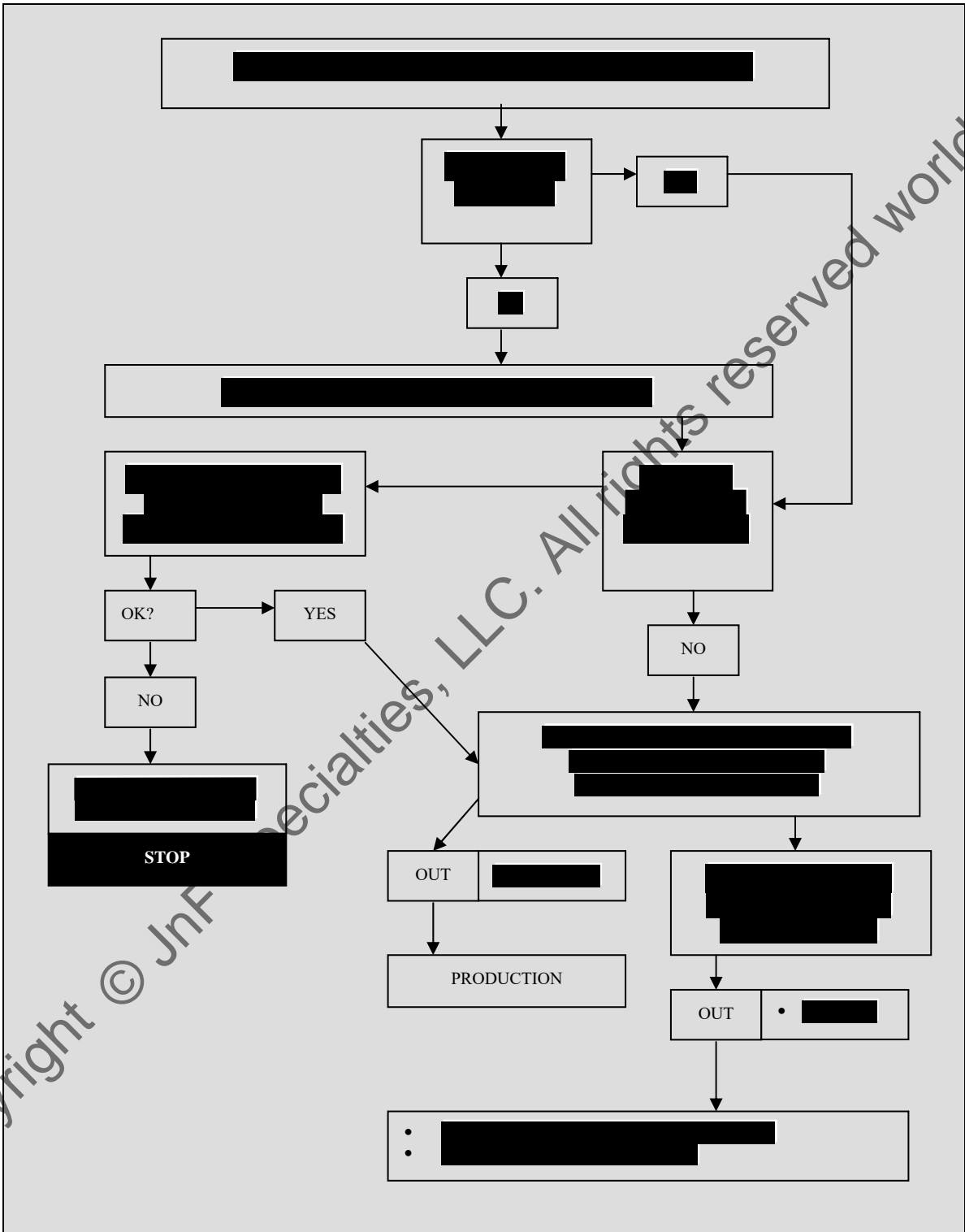
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PROCESS MAP



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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 [REDACTED]

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

For aircraft fasteners, [REDACTED]

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

Op 7: SAMPLING PLAN: [REDACTED]

Op 8: [REDACTED]

, then [REDACTED]

Op 9: [REDACTED]

, then [REDACTED]

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Op 10: Verify conformance to the required [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]

For non-critical item: [REDACTED]

Op 12: Verify lot traceability is [REDACTED]

Stored raw materials of different alloys and material conditions requiring traceability must [REDACTED]

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

Op 14: Complete and affix a **Good Material Tag** to accepted supplies. For supplies that exhibit a lot number for traceability [REDACTED]

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

Op 16: Complete inspection record and record the measurement tool number(s)

Op 17: Complete **Shelf Life Expiration Log** for parts and materials that have an expiration date, and [REDACTED]

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Op 18: Record the quantity and date received on the PO then [REDACTED]

Op 19: If the Supplier's packaging [REDACTED]

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

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

APPENDIX C - DOCUMENTATION MATRIX

CLASS OF PARTS	REQUIRED ON RECEIPT
[REDACTED]	[REDACTED]

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CLASS OF PARTS	REQUIRED ON RECEIPT
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Used parts, products, and appliances without approval for return to service.	[REDACTED]

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