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# RECEIVING PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Receiving Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
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**Abstract:**

This document describes the receiving and inspection process.

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### REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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Referenced documents are displayed in ***bold/italic*** font.

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## 1.0 PURPOSE

This document defines the Receiving Process, including receiving inspection activities and includes or makes reference to [REDACTED]

## 2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting [REDACTED] supplies to stock. Receiving inspection cannot [REDACTED] or process quality.

As a result of teaming and intelligent design, the Company [REDACTED]

## 3.0 PROCEDURE: RECEIVING

All deliveries other than mail or express carrier are routed to the appropriate receiving area.

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

## 4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector [REDACTED] from the RA.

4.2 Inspections are performed according to **Appendix A** or as required by **Work Instruction**, [REDACTED] documentation. The results are recorded on [REDACTED] and the **Purchase Order** is processed according to **Appendix B**.

4.3 Records produced by receiving inspection and documents received from Suppliers are retained and maintained according to the **Control of Documented Information Procedure**.

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## 5.0 MATERIAL IDENTIFICATION

5.1 Received materials [REDACTED] are identified by one or a combination of the following methods:

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

Left blank intentionally

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**PROCESS MAP**

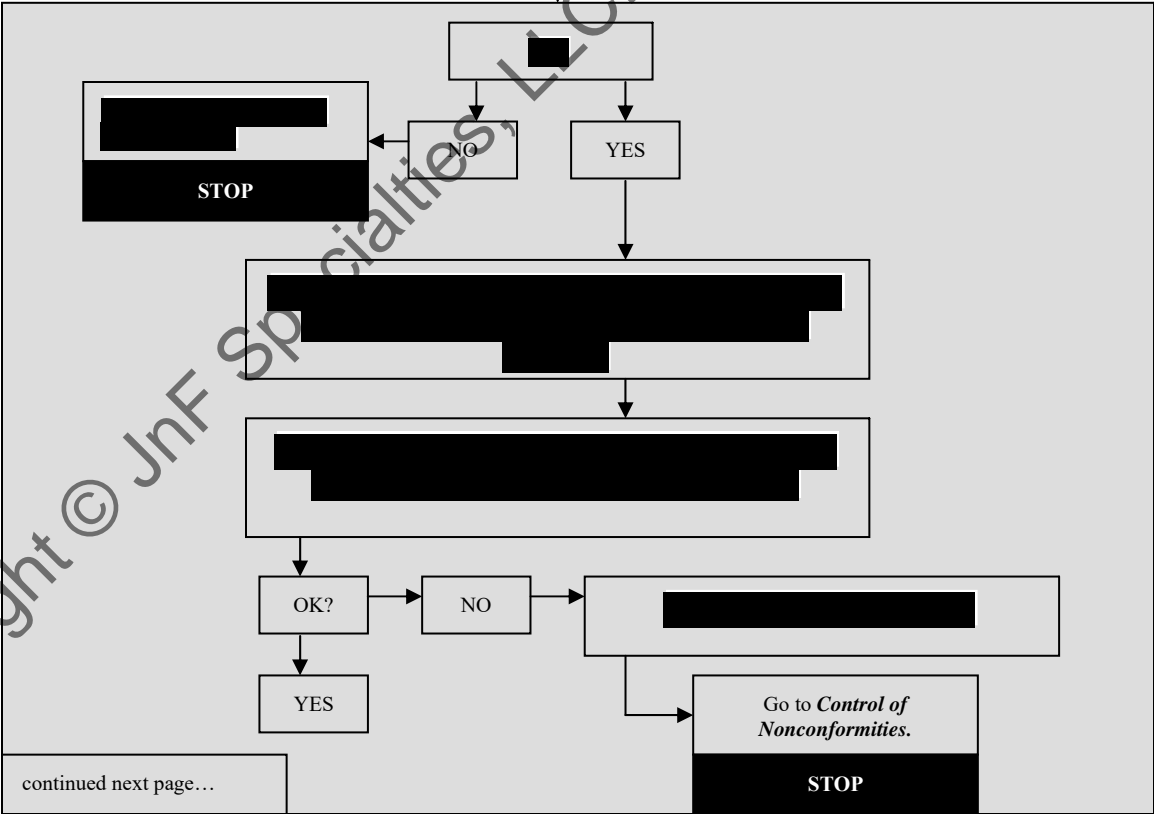
*Receiving Process*

Quality objective: To ensure received products meet [REDACTED]

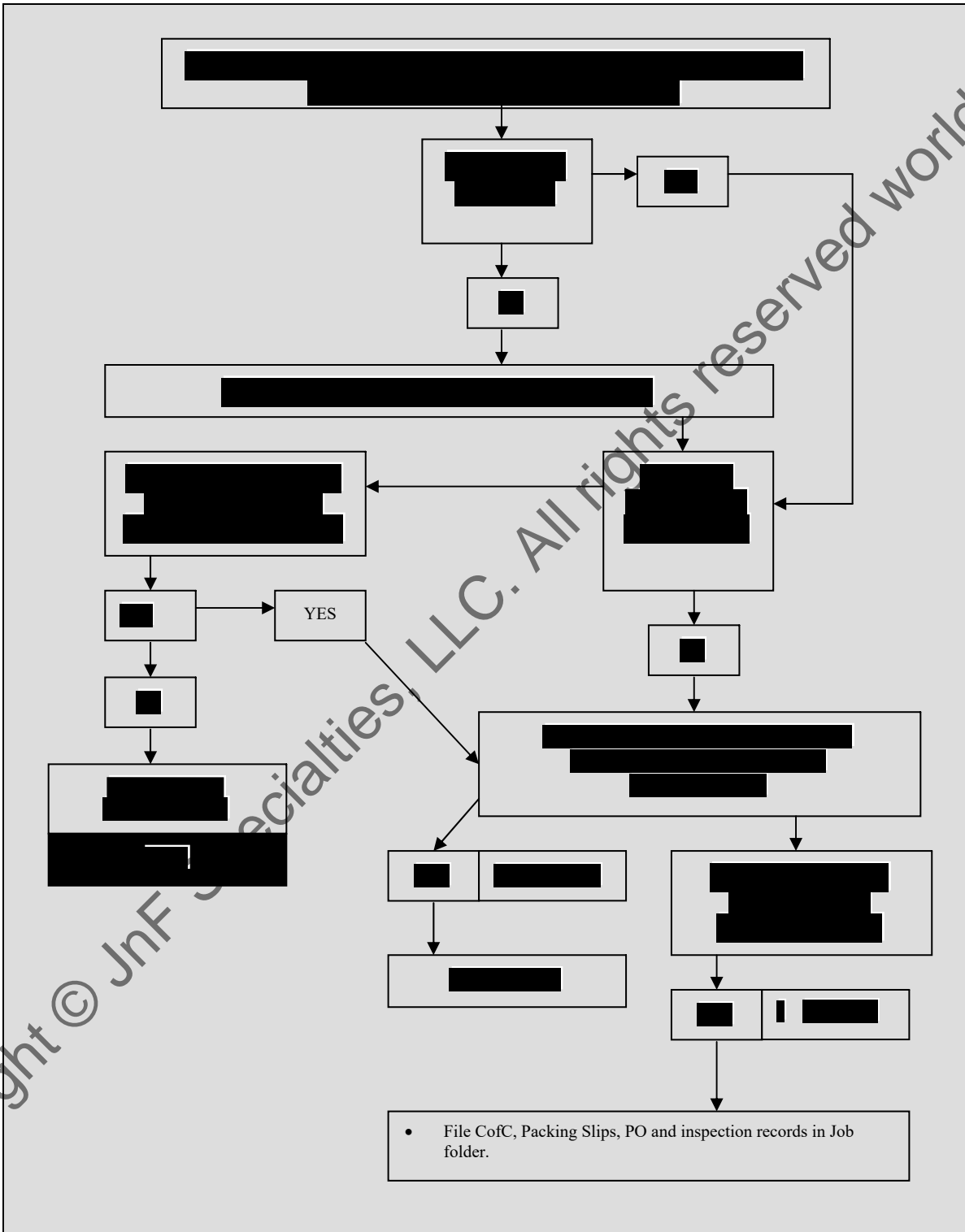
- INPUT*
- [REDACTED]
  - [REDACTED]
  - [REDACTED]

[REDACTED]

[REDACTED]



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## APPENDIX A - Receiving Inspection Work Instructions

Op 1: Acquire copy of applicable **Purchase Order**. Perform a "Rough Order" verification that items received meet [REDACTED] for obvious deviations from the requirements of **ASTM A6** and for [REDACTED] according to **ASTM A700**.

Op 2: [REDACTED]

Op 3: [REDACTED]

Op 4: [REDACTED]

[REDACTED] on the **Receiving Inspection Form**.

Op 5: [REDACTED]

Op 6: [REDACTED]

Op 7: [REDACTED]

[REDACTED] are delivered with a **Certificate of Analysis** or **Certified Material Test Report**.

Op 8: [REDACTED]

Op 9: [REDACTED]

Op 10: If supplies are nonconforming or their [REDACTED] prepare a **Request for Support (RFS)** and [REDACTED]

Op 11: If the supply is obviously unfit for use or [REDACTED] for return to Supplier.

Op 12: Complete the **Receiving Inspection Report** and record [REDACTED]

Op 13: Complete the **Shelf Life Expiration Log** for supplies that have an expiration date.

Op 14: [REDACTED]

Process the **Purchase Order** according to **Appendix B**.

Op 15: [REDACTED]

Op 16: Inspect Client Supplied materials [REDACTED] Complete the **Receiving Inspection Report** and request [REDACTED]

### Op 17: Material Identification

Identify welding consumables, coating materials, metallic coatings and fasteners [REDACTED] according to the following requirements:

(a) [REDACTED]



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(b) [REDACTED]

(c) [REDACTED]

Shop-standard material is defined as follows:

Material	Shop-Standard Material Grade
W and WT	ASTM A992/A992M
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

NOTE:

The requirements in Op 17(a) are sufficient for [REDACTED] the requirements in Op 17(b) apply. [REDACTED], the requirements in Op 17(c) are applicable.

## APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Items on PO not received (back order)	[REDACTED]
2	Items on the PO were received in full	[REDACTED]

NOTE:

Each entry into the **Supplier Performance Report** is [REDACTED]