



Procedure: QSP-7.4.104	Page 1 of 2
Date: 10/28/2008	Released: 10/28/2008 Revision: C
Approved By: Mark Blumenfeld	

Verification Testing

Purpose

This procedure defines practices for conducting laboratory testing of product characteristics such as physical properties and functional performance.

Scope

This procedure governs testing required to comply with Control Plans, whether the testing is performed by Insulation Supply Company or by outside laboratories.

Definitions

Control Plans Written descriptions of the systems for controlling parts and processes that address important characteristics and engineering requirements. Each part must have a control plan that may also apply to a family or parts produced with a common process.

Responsibilities

QUAL MGR Quality Manager

QUAL INSP Quality Inspector

Procedures

QUAL MGR Define Testing Requirements

Develops the Control Plan and defines testing requirements. Includes the specific characteristics, sampling plan, frequency and environmental conditions.

QUAL MGR Define Testing Records Requirements

Defines records to be generated and maintained. Records need to include test and/or calibration methods and environmental conditions during tests.

QA MGR Determine Testing Location and Accreditation

Identifies customer requirements for laboratory accreditation and/or approval. Determines the most appropriate location for testing whether in-plant facilities, supplier facilities or an outside laboratory. Ensures in-house laboratory can comply with customer requirements.

QA MGR Arrange for Outside Testing

Completes appropriate requisitions and obtains purchase orders for outside testing, as required.

QUAL INSP Prepare Samples

Obtains and prepares samples as required by the Control Plan and laboratory test instructions.

QUAL INSP Perform Tests

Note: Printed versions of this document are uncontrolled. The published Web version (Internet or Intranet) is assumed to be current.

Performs tests according to defined laboratory test procedure instructions.

QUAL INSP Verify Lab Reports

Verifies laboratory reports for conformance to Control Plan requirements. Initiates containment and takes corrective action if nonconformance is detected.

References

Records

Supplier certification, test and inspection reports: Retain for at least 7 years

Revision Notes

- Changed title from Laboratory – Testing to Verification Testing. This is more consistent with our actual verification processes
- Replaced “LAB TEC” with “QUAL INSP” in the procedures section
- Removed procedure step “QUAL MGR Define Testing Records Requirements” as it was redundant.
- Removed title QUAL ADMIN and replaced it with QUAL MGR.