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Approved By: Mark B. Blumenfeld	

Inspection and Testing

1. Purpose and Scope

Purpose

This procedure establishes an effective inspection system and defines the degree of acceptance to ensure that products meet specified requirements.

Scope

This procedure applies to all value-added production products, customer-supplied products, incoming materials for stock and distribution and processes subject to restrictions which may be imposed by contract.

2. Definitions

Inspection, Measuring and Test Equipment All devices used to inspect, examine, test or gage conformance of a product or process with regard to one or more characteristics or attributes.

Nonconformance A practice or process that does not conform to a quality system requirement.

Nonconformity (ISO 9000:2000) Non-fulfillment of a requirement.

3. Responsibilities

MATL HDLR	Materials Handler
WHP	Warehouse Person
DES INSP	Designated Quality Inspector
PROD OPER	Production Operator
QUAL INSP	Quality Inspector
QUAL MGR	Quality Manager
DOC CTL CLRK	Document Control Clerk



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Responsibilities (Continued)

REC SUP Receiving Supervisor

4. Procedures

- 4.1 MATL HDLR** **Performs Receiving Inspection of Incoming Products and Materials**
- A. Receives incoming shipments of products and materials from suppliers.
 - B. Examines products, materials and supplier documents, and verifies description, size, quantity, color and condition of incoming goods.
 - C. Verifies incoming goods and supplier documents against Insco requirements as stated on the Inventory Purchase Order Receipt screen in the computer system.
 - D. After confirmation of products and documentation, a Goods Receipt Note (GRN) is created from the computer system.
 - E. Stamps and dates GRN, certs and test reports, and packing slip with Acceptance Stamp.
 - F. Prints identification labels. Applies Acceptance Stamp to label and then label to the Product.
 - G. Notes any discrepancies in the DR System.
 - H. Tags nonconforming products with a DR and/or tag and segregates for disposition.
- 4.2 WHP** **Performs In-Process Inspection of Distribution Products**
- A. Retrieves product from stock according to the Picking Slip.
 - B. Confirms correct material, color, size and quantity.
 - C. Pulls certifications, test reports and other documents as required on the Picking Slip.
 - D. Initials Picking Slips, indicating material and document



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Procedures (Continued)

acceptance.

4.3 DES INSP

Performs Final Inspection On Distribution Products

- A. Designated Inspector or "Checker" examines materials, documents, product labels and quantities to determine conformance with order requirements.
- B. Initials the Picking Slip, indicating final product acceptance.
- C. Packages the product and associated documents.
- D. Designated Inspector or "Packer" reviews and final inspects all products, packaging, labeling and documentation.
- E. Packer signs the printed Packing Slip, indicating final product acceptance.
- F. The Checker or the Packer reports any discrepancies, then tags the nonconforming product, segregates it and notifies their supervisor.
- G. Supervisor initiates DR according to QSP-14B.

4.4 PROD OPER

Performs Material Buy-off, First Article and In-process Inspection on Value-added Product

- A. Examines raw materials and confirms correct materials and proper documentation.
- B. Sets up production process and runs first articles.
- C. A different Production Operator or Inspector performs first article inspection and signs off the Traveler or Factory Work Order.
- D. Runs production order and performs in-process inspection(s) per instructions.
- E. Initials Traveler, indicating that produced product is acceptable for release to Quality Assurance for Final Inspection.



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F. Production Operator reports any discrepancy to Supervisor who then initiates a DR.

G. All nonconforming material or product is tagged with a DR and placed in a hold area for MRB disposition.

4.5 QUAL INSP

Performs Final Inspection On All Products For Customers With Special Quality Requirements

Performs final inspection on all products that are governed by a Partnership Program and stamps the work order and all relevant customer documents.

Note: Picking Slips or work orders for customer products that require special inspection or handling contain special instructions. Such orders are sent to the Quality Department for inspection by a Quality Inspector.

4.6 QUAL INSP

Performs Final Inspection on Value-added Products

A. Examines all value-added materials, products, labeling, packaging and documentation; including count verification and dimensional checks.

B. Stamps and dates the Traveler, indicating final product acceptance.

C. All nonconforming product or material is tagged with a DR and placed in a hold area for MRB.

4.7 QUAL MGR

Reviews and Maintains Inspection Instructions and Acceptance Criteria

A. Monitors inspection activities and ensures that instructions and criteria are suitable and effective.

B. Ensures that specific customer acceptance criteria are incorporated into Inesco's inspection program.

4.8 DOC CTL CLRK

Maintains Inspection Records



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Maintains all inspection and test records for value-added products and for products governed by a Partnership Program.

- 4.9 QUAL MGR** **Coordinates Special Product Testing Requirements**
Coordinates any special testing requirements with Purchasing and Sales departments.
- 4.10 REC SUP** **Manages Positive Recall System of Material Released For Urgent Use**
1. If stock is on hand it will be pulled and tagged according to QSP 13.
 2. If material was released to customer(s) Sales will notify customer for immediate disposition.
 3. If material is in production, Purchasing will notify Production and/or Receiving to recall material. This material is then tagged and dispositioned in accordance with QSP-13.

5. References

5.1 Related Procedures

No procedures are related to this procedure.

5.2 Reference Documents

AS9100 Quality Systems - Aerospace - Model for Quality Assurance...	AS9100
ISO 9001:2000 - Quality management systems: Requirements	ISO 9001:2000



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6. Records

Nonconforming Materials Report	QF-28	Retain For current model year + 1
Test Results	QF-50	Retain For current year + 1 year

7. Policy References

This procedure has no policy references.

8. Notes



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9. Addendum - Flow Chart

