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Inspection and Testing

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.

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.

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

REC SUP Receiving Supervisor

Procedures

MATL HDLR Performs Receiving Inspection of Incoming Products and Materials

- Receives incoming shipments of products and materials from suppliers.
- Examines products, materials and supplier documents, and verifies description, size, quantity, color and condition of incoming goods.
- Verifies incoming goods and supplier documents against InSCO requirements as stated on the Inventory Purchase Order Receipt screen in the computer system.
- After confirmation of products and documentation, a Goods Receipt Note (GRN) is created from the computer system.
- Stamps and dates GRN, certs and test reports, and packing slip with Acceptance Stamp.
- Prints identification labels. Applies Acceptance Stamp to label and then label to the Product.
- Notes any discrepancies in the DR System.
- Tags nonconforming products with a DR and/or tag and segregates for disposition.

WHP Performs "In-Process" Inspection of Distribution Products

- Retrieves product from stock according to the Picking Slip.
 - Confirms correct material, color, size and quantity.
 - Retrieves certifications, test reports and other documents as required by the customer order.
 - Initials Picking Slips, indicating material and document acceptance.
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- **DES INSP Performs Final Inspection On Distribution Products**
 - Designated Inspector or "Checker" examines materials, documents, product labels and quantities to determine conformance with order requirements.
 - Initials the Picking Slip, indicating final product acceptance.
 - Packages the product and associated documents.
 - Designated Inspector or "Packer" reviews and final inspects all products, packaging, labeling and documentation.
 - Packer signs the printed Packing Slip, indicating final product acceptance.
 - The Checker or the Packer reports any discrepancies, then tags the nonconforming product, segregates it and notifies their supervisor.
 - Supervisor initiates DR.

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

- Examines raw materials and confirms correct materials and proper documentation.
- Sets up production process and runs first articles.
- A different Production Operator or Inspector performs first article inspection and signs off the Traveler or Factory Work Order.
- Runs production order and performs in-process inspection(s) per instructions.
- Initials Traveler, indicating that produced product is acceptable for release to Quality Assurance for Final Inspection.
- Production Operator reports any discrepancy to Supervisor who then initiates a DR.
- All nonconforming material or product is tagged with a DR and placed in a hold area for disposition.

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.

QUAL INSP Performs Final Inspection on Value-added Products

- Examines all value-added materials, products, labeling, packaging and documentation; including count verification and dimensional checks.
- Stamps and dates the Traveler, indicating final product acceptance.
- All nonconforming product or material is tagged with a DR and placed in a hold area for disposition.

QUAL MGR Reviews and Maintains Inspection Instructions and Acceptance Criteria

- Monitors inspection activities and ensures that instructions and criteria are suitable and effective.
- Ensures that specific customer acceptance criteria are incorporated into Insco's inspection program.

DOC CTL CLRK Maintains Inspection Records

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

QUAL MGR Coordinates Special Product Testing Requirements

- Coordinates any special testing requirements with Purchasing and Sales departments.

REC SUP Manages Positive Recall System of Material Released For Urgent Use

- If stock is on hand it will be pulled and tagged.
- If material was released to customer(s) Sales will notify customer for immediate disposition.
- If material is in production, Purchasing will notify Production and/or Receiving to recall material. This material is then tagged and dispositioned.

Revision Notes

- Removed reference to obsolete documents QF-28 and QF-50