

Procedure

Customer Property P7.5.4

Rev. C

Approved By: Mike Orsini, Quality Manager

Date: 10/24/2002

Purpose: To document the process for the handling, storage and maintenance of customer property.

Scope: All customer property.

Authority: The Plant Manager has the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 7.5.4 Customer Property
- Quoting Procedure P7.2.1
- Material Handling Procedure P7.5.5-1
- Corrective and Preventive Action Procedure P8.5.2/3-1
- Quality Records Procedure P4.2.4
- Defective Material Report (DMR)

Change History

Date	Change	Rev	By
12/10/96	Revised responsibility column	B	MO
10/21/2002	Updated procedure to ISO 9001:2000 Requirements to include customer property and Flowcharted	C	MO

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