Procedure
Receiving Inspection P7.4.3
Rev. M

Approved By: Kyle Gibson, Quality Manager

Purpose: To document process receiving inspection.
Scope: All purchased product/service that affects the final quality of the product.
Authority: The President, Quality Manager and Plant Manager have the authority to change or modify this procedure.

Reference Documents and Records
- Policy Element 7.4.3 Verification of Purchased Product and 8.2.4 Monitoring and Measurement of Product
- Receiving Inspection Work Instruction QUAL011
- Incoming Inspection Nonconforming Product P8.3-1
- Evaluation and Control of Suppliers P7.4.1
- Quality Records Procedure P4.2.4

Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
<th>Rev</th>
<th>By</th>
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</thead>
<tbody>
<tr>
<td>12/10/96</td>
<td>Revised Entirely</td>
<td>C</td>
<td>MO</td>
</tr>
<tr>
<td>01/02/97</td>
<td>Added MIL-STD-105D to step #3</td>
<td>D</td>
<td>MO</td>
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<tr>
<td>03/19/97</td>
<td>Step #3 – Indicate passive of receiving inspection.</td>
<td>E</td>
<td>MO</td>
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<tr>
<td>08/25/97</td>
<td>Revised Step #2 to highlight in yellow</td>
<td>F</td>
<td>MT</td>
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<td></td>
<td>Revised Step #3 to include interim release of product</td>
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<tr>
<td>02/29/00</td>
<td>Procedure re-written to describe current method of performing Receiving Inspection</td>
<td>G</td>
<td>MO</td>
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<tr>
<td>11/18/00</td>
<td>Added statement to paragraph 4 regarding re-inspection requirement for rejected material</td>
<td>I</td>
<td>MO</td>
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<tr>
<td>05/05/2006</td>
<td>Changed procedure to reflect flagged for inspection versus not flagged at incoming.</td>
<td>K</td>
<td>MO</td>
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<tr>
<td>9/27/08</td>
<td>Removed skip lot reference. Clarified.</td>
<td>L</td>
<td>CW</td>
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<tr>
<td>6/24/13</td>
<td>Added statement in receiving to account for counterfeit product</td>
<td>M</td>
<td>KG</td>
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**Receiving**
- Provides copy of packing slip to Purchasing, verifies qty, PO, visual inspection of packaging, visual inspection of logos to verify parts are not counterfeit (company, UL, etc.), verifies parts match PO description.
- If parts flagged for incoming inspection - route parts to QA Lab or notify QA Tech of receipt if qty too large for physical movement to QA Lab. Routes copies of all paperwork received with parts to QA.
- Parts flagged for incoming inspection by PO or so notified by QM/Purchasing.
- Marks material with date received, qty, part number and places into stock (bin) per the part material record within the ERP System. Label may be used in lieu of hand marking.

**QA Tech**
- Reviews packing slip and documentation received. Creates inspection methods for material if none exists (Routes Inspection Method to QM for approval prior to use). Performs inspection per inspection methods.
- Receiving inspection results are filed in the Quality Assurance files according to Quality Records Procedure (P4.2.4)
- Good?
  - No
    - Follow Nonconforming Product Procedure (P8.3-2) for the entire lot received and any product that may have been distributed to production.
    - Any product sent back to a supplier for non-conformance must have mandatory re-inspection when returned to QCI as outlined in receiving inspection work instructions QUAL011.
  - YES

**Quality Manager**
- Reviews and approves new inspection methods for purchased or subcontracted parts.

END