# RECEIVING INSPECTION

**Document Control Revision History**

| PAGE | REASON FOR CHANGE | REV. | REVIEWER / AUTHORISED BY: | RELEASE DATE: |
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| ALL | | | | |
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Revision Approval: J.BENTINK Signature: Date: 20/02/17

## 1.0 Scope and Objectives

1.1. This procedure defines the activities required for Receiving Inspection on raw material, customer supplied material and customer product processed by outside suppliers.

1.2. The objective of receiving inspection is to verify and document that all applicable specifications and requirements pertaining to raw materials and customer product specifications and requirements are satisfied by outside suppliers. Receiving inspection will also verify and document the condition of customer supplied materials as received at AMS.

1.3. The result of the receiving inspection process shall be objective evidence that raw materials and product processed by outside suppliers satisfies all specifications and requirements and that customer supplied materials are in useable condition. Receiving inspection shall be used to improve customer product quality and improve the overall effectiveness of the quality management system.

## 2.0 Applicability

2.1 Receiving inspection with documentation applies to:

- 2.1.1 raw materials.
- 2.1.2 all customer products processed by outside suppliers.
- 2.1.3 customer supplied materials.

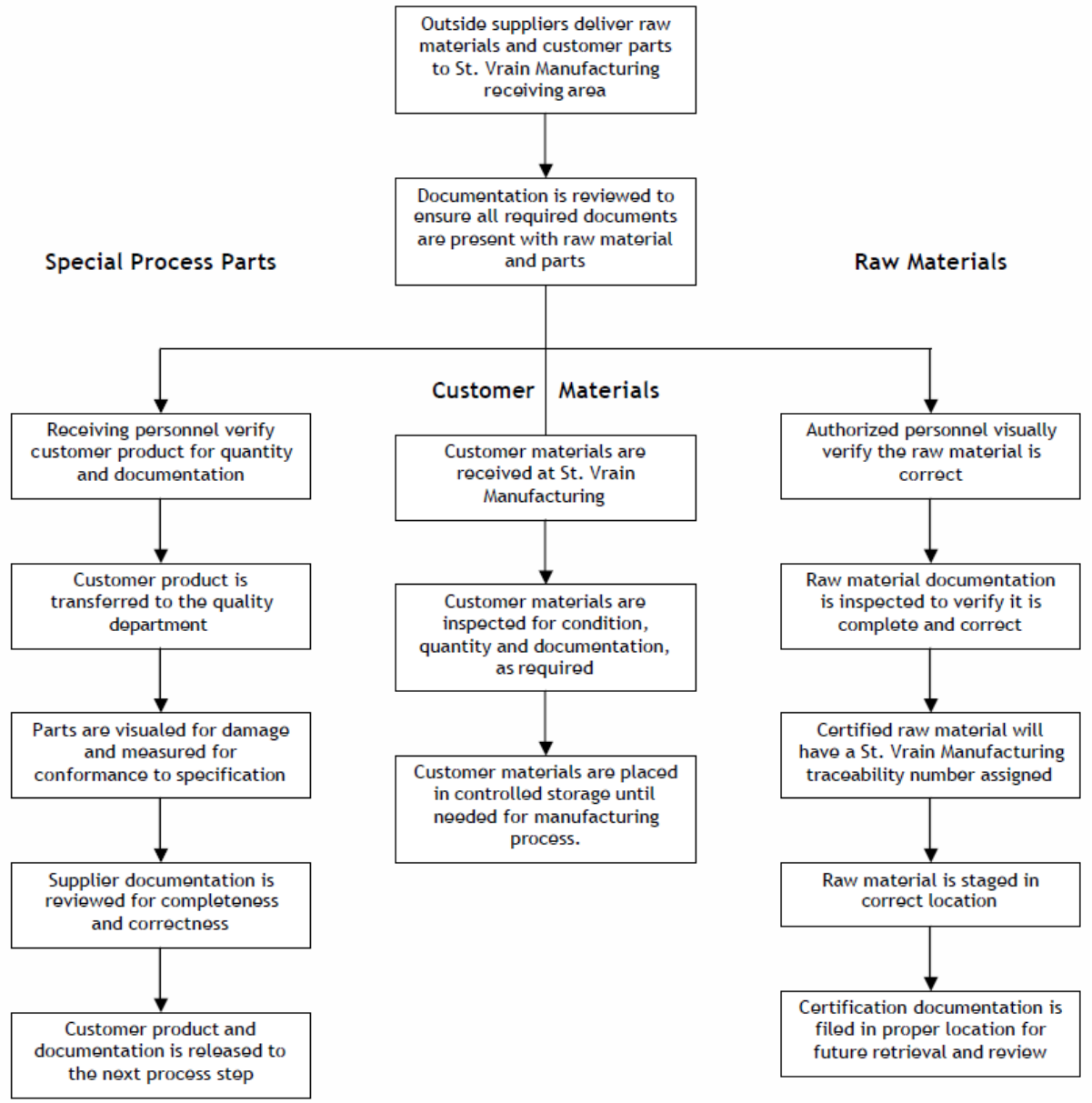
2.2 Anchor Marine Services:

- 2.2.1 Manufacturing production personnel.
- 2.2.2 Manufacturing quality personnel.
- 2.2.3 Manufacturing suppliers, as required.
- 2.2.4 Manufacturing customers, as required.

## 3.0 Related Documents

3.1 QM-01, Quality Manual, Section 8.2.4, Monitoring and Measurement of Product.
3.2 RPR-007, Product Realization, Section 5.54, Receiving Inspection.
3.3 Customer prints, specifications and contract requirements.
3.4 Government and Regulatory Authority Documents and Specifications.
3.5 Supplier documentation.
3.6 AMS purchase order and related documentation.

## 4.0 Process Flow Chart



## 5.0 Procedure

5.1 In accordance with ISO9001:2008, Section 8.2.4, Monitoring and Measurement of processes, AMS recognizes the importance of receiving inspection and has implemented a receiving inspection process containing the elements required by customer contract, government and regulatory authorities.

5.2 Receiving inspection is performed in order to verify and document materials coming into the AMS facility that will be used in the manufacturing of customer product.

**Process – Customer Supplied Materials**

5.3 Customer shall designate by contract when the customer will provide:

- 5.3.1 raw material.
- 5.3.2 unfinished product.
- 5.3.3 Tooling.
- 5.3.4 measuring and test equipment.

5.4 Customer supplied materials are delivered to AMS receiving.

5.5 Receiving personnel shall verify delivery by matching materials to the packing slip.

5.6 Authorized personnel shall process the delivery by:

- 5.6.1 obtaining a copy of the contract or specification that defines what material is being supplied.
- 5.6.2 verifying the documentation for correctness
- 5.6.3 comparing the material with the documentation
- 5.6.4 verifying the material for:
  - 5.6.4.1 quantity,
  - 5.6.4.2 identification,
  - 5.6.4.3 revision level,
  - 5.6.4.4 material documentation as appropriate,
  - 5.6.4.5 condition,

5.7 Any non-conformances with the delivery shall be documented and communicated to the customer immediately.

- 5.7.1 customer will provide a recovery plan based on non-conformances.

5.8 Customer supplied materials shall be identified as being customer supplied.

5.9 Customer supplied materials will be placed in a secure location until required for manufacturing.

5.10 Customer documentation is initialled and dated and placed in the job folder or job card, as applicable.

**Raw Material**

5.11 Raw material deliveries are matched with the AMS purchase order documentation.

5.12 Raw material delivery documentation is verified for quantity, material type and applicable specification per the AMS purchase order.

5.13 Raw material is verified for correct marking as applicable.

5.14 Raw material is verified for correct dimensional size and quantity.

5.15 Certified raw material is labelled with a unique AMS traceability tracking number.

5.16 Raw material is placed in the material racks:

5.16.1 certified material is placed in the locked certified material cage

5.16.2 noncertified material is placed in the general inventory rack..

5.17 Copies of the AMS purchase order and material packing slip are given to the office manager for payment.

5.18 Copies of the AMS purchase order, packing slip and material certifications are placed in the material certification file with the traceability number.

**Special Processing**

5.19 Special processing deliveries are matched with AMS purchase order documentation.

5.20 Special processing documentation is verified for quantity, processing performed, applicable specification per the customer print, certificate of conformance and reference to AMS purchase order.

5.21 Product subjected to special processing is visually inspected to verify, by appearance, that the correct processing was performed as specified by contract.

5.22 Product quantity is verified to determine if any parts were lost during special processing.

5.23 Any features that may have been adversely affected by special processing, such as threads or close tolerance diameters, are verified for conformance to specification.

5.24 If masking is involved in plating, masking is checked against print requirements to ensure masking was done correctly.

5.25 Copies of the purchase order and packing slip are given to the office manager for payment.

5.26 Copies of certificates of conformance are placed in the job traveller.

**Sub Contract**

5.27 Customer product manufactured by a sub-contractor is delivered to AMS receiving and matched with purchase order documentation.

5.28 All documentation is reviewed to verify that purchase order, specifications, requirements and quality documentation are present and complete.

5.29 Product is verified for quantity and condition.

5.30 Product is verified for conformance to customer specifications and requirements:

5.30.1 sub-contractor inspection documentation is reviewed as a method of verifying product manufactured by a sub-contractor.

5.30.2 additional inspection is performed and results documented, as required.

5.31 Copies of the purchase order and packing slip are given to the office manager for payment.

5.32 Copies of certificates of conformance and inspection documentation are placed in the job card packet.

## 6.0 Responsibilities.

6.1 Customer, Government and Regulatory Authority when providing product and materials

6.1.1 provide complete documentation through:

6.1.1.1 contract

6.1.1.2 prints

6.1.1.3 specifications

6.1.1.4 work orders

6.1.1.5 change orders

6.1.1.6 customer, government and regulatory authority process specifications

6.2 Raw material suppliers

6.2.1 packing slip

6.2.2 certificates of conformance

6.2.3 raw material marking as required

6.3 Special process suppliers

6.3.1 packing slips

6.3.2 certificates of conformance

6.4 Sub contract manufacturing

6.4.1 packing slips

6.4.2 certificate of conformance

6.4.3 inspection documentation

6.5 AMS receiving personnel

6.5.1 review documentation

6.5.2 verify raw material and product quantity and condition

6.6 AMS inspection personnel

6.6.1 review documentation

6.6.2 measure customer product as required

6.7 Quality Manager

6.7.1 maintain document control system

6.7.2 issue and control documents

6.7.3 ensure documents are regularly reviewed and updated

6.7.4 ensure that regular internal audits, that address the continued applicability of this document, are scheduled

## 7.0 Record Retention.

7.1 Standard retention period will be three years' minimum, all documents. Customers may stipulate longer retention times.

7.2 This controlled QMS procedure shall be maintained on the server indefinitely.

7.3 Any hardcopy of this controlled document shall be valid for one day after printing.

7.3.1 after one day has elapsed the document shall be used only as a reference document.

7.3.2 reference documents must be verified for revision level prior to use.

7.4 Obsolete documents shall be removed from area of use and disposed of as appropriate.

7.5 As appropriate, all quality records associated with this document are available for customer or regulatory agency review

## 8.0 Document Authorities.

8.1 Custodian: Quality Manager

8.2 Review Activity
Quality Manager
Managing Director
Operations Manager

8.3 Approval Authority:
Quality Manager
Managing Director
Operations Manager