1.0 PURPOSE

- To ensure the inspection and test status of all manufactured products indicated.
- To ensure only products that pass the required inspections and tests are used or dispatched.
- To ensure all components, subassemblies, and assemblies manufactured and received at are identified of current status.

2.0 SCOPE

This procedure applies to all components, subassemblies, and assemblies manufactured and produced by the company whether on location or sub-contracted out.

3.0 RESPONSIBILITIES

The Quality Manager is responsible to ensure only accepted units are allowed to leave the company.

The Quality Department inspects all products according to checklists, test instructions, and customer-specific requirements.

Engineering or the Project Manager or designee identifies all operations that require inspection and testing throughout the manufacturing process and develops test and inspection procedures at required operations.

The Project Manager, Quality Manager, Engineering Manager or designee ensures that personnel who perform tests and inspections are trained according to documented procedures as defined in the QAM and QAP 18.0.

The Quality Manager or designee maintains inspection and test records, as appropriate in the Master Job Folder on-line as defined in WI-1.0.

Manufacturing or the Project Manager or designee, ensures that all completed product documentation is scanned for archive as defined in WI-1.0 and QAP 5.0.

4.0 PROCEDURE

4.1 General

Jobs are released, traced and processed per WI-1.0.

The current status of parts once tested is documented on form QA 015a or QA 015b and all parts tested are identified with the test status by initials or stamp placed in appropriate block on the QA 015 form and denotes current processing status.

4.2 Receiving Status

The Quality Department, Project Manager or designee initials or stamps acceptance status of all incoming items indicating the receiving status.

If discrepant items are found, the Quality Manager or designee processes discrepant material per QAP 13.0.

The Quality Department is responsible for ensuring that only parts that passed the receiving inspection are used and release to production.

The Quality Department, Project Manager or designee stores the product documentation as defined in WI-1.0, QAP 5.0 and QAP 16.0.

4.3 In-process Status

The Quality Department, Project Manager or designee initials or stamps acceptance status of all in-process items indicating the in-process inspection status.

If discrepant items are found, the Quality Manager or designee processes discrepant material per QAP 13.0.

The Quality Department is responsible for ensuring that only parts that passed the in-process inspection are used and continue to production completion.

The Quality Department, Project Manager or designee stores the product documentation as defined in WI-1.0, QAP 5.0 and QAP 16.0.

4.4 Final Status

The Quality Department, Project Manager or designee initials or stamps acceptance status of all completed items indicating the acceptance inspection status.

If discrepant items are found, the Quality Manager or designee processes discrepant material per QAP 13.0.

The Quality Department is responsible for ensuring that only parts that passed the final inspection are processed for final shipment to customers.

The Quality Department, Project Manager or designee stores the product documentation as defined in WI-1.0, QAP 5.0 and QAP 16.0.

4.5 Inspection Documentation and Records

The Quality Department, Project Manager or designee stores the product documentation as defined in WI-1.0, QAP 5.0 and QAP 16.0.

5.0 RELATED DOCUMENTS

QAM
QAP 5.0 Documents and Data Control
QAP 13.0 Control of Non-conforming Product
QAP 16.0 Quality records
QAP 18.0 Training
WI-1.0 Master Job Folder Setup
QA Form 015a and QA 015b, Inspection Record