



Quality Procedures Manual

Receiving Inspection Procedure

1. POLICY.

It is the policy of Future Design & Engineering (FDE) to maintain a comprehensive inspection system for the acceptance of purchased material. The purpose of this procedure is to provide a method for the inspection of purchased material.

2. RESPONSIBILITY.

The Quality Assurance Manager is responsible for assuring that all provisions of this procedure are carried out.

3. DEFINITIONS.

Incoming Inspection Files. Record system maintained in the Incoming Inspection area, to retain historical information pertinent to purchased material.

Vendor Folder. Vendor records containing historical documentation including copies of purchase orders, receivers, inspection reports, and current drawings for vendors producing FDE designed parts.

Receiver. The Receiving Department distributes a document providing the purchase order and quantity received. This document is also used as a vehicle to move purchased parts into stock.

4. IMPLEMENTATION.

- A. Receipt of government owned property is detailed in the Government Property Control Work Order, [WI-001](#).
- B. Incoming purchased material is placed with the Receiver on the Incoming Inspection shelves by the Receiving Department. The Receiving Department generates a Receiver for each lot receipt.
- C. Material undergoes a 100% inspection unless a sampling plan has been approved by the QA Manager using the guidelines of the Statistical Sampling Quality Procedure, [QPM-008](#).
- D. Production material is designated by a part number on the purchase order. The inspector inspects the lot of material according to the Supplier Inspection Record, purchase order, referenced prints, and specifications using the Receiving Inspection Checklist, Form, [QP-020](#). The inspector records accept/reject quantities on the Checklist for characteristics inspected. Material is accepted when it meets the specifications outlined on the Checklist. The inspector records the quantity accepted, date, and his/her initials or stamp on the Receiver.
- E. Handling and storage of material is covered under the Material Handling and Storage Quality Procedure, [QPM-009](#).
- F. The material, with the Receiver, is transferred to the stockroom and the Receiver accompanies the material until stocked. The documentation is returned and filed by supplier in the Incoming Inspection File.
- G. Material that does not meet requirements for the characteristics inspected is rejected following the procedures in the Non-Conforming Material Disposition/Corrective Action Quality Procedure, [QPM-010](#).

5. REFERENCE.



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Statistical Sampling, Quality Procedure [QPM-008](#)
Material Handling & Storage, Quality Procedure [QPM-009](#)
Non-Conforming Material Disposition/Correction, Quality Procedure [QPM-010](#)
Receiving Inspection Checklist/Receiver, Form [QP-020](#)
Non-Conforming Material, Form [QP-021](#)
Rejection & Disposition Tag/Stamp, Form [QP-022](#)
Acceptance Tag/Stamp, Form [QP-023](#)