



QADP 7A - INSPECTION AND TESTING PROCESS

PURPOSE:

To ensure that the inspection and testing activities that verify that specific requirements for a product are met are controlled and clearly demonstrated.

SCOPE:

All product that requires inspection and testing at receiving and during processing.

DEFINITIONS:

None

RESPONSIBILITIES:

The General Manager is responsible for ensuring that product verification procedures are implemented, controlled and followed.

REFERENCES:

Red "HOLD" tag
Orange Receiving tag
Green Sticker



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PROCEDURE:

7.1 Process Links

Process Inputs	Process Activities	Process Outputs
<i>Purchasing Process</i>	Inspects incoming goods	<i>Purchasing Process</i>
<i>Order Filling Process</i>	Inspects work in process	<i>Order Filling Process</i>
Returned goods	Inspects outgoing goods	<i>Improvement Process</i>

7.2 Incoming Product

- 7.2.1 Upon delivery, incoming product is segregated from other product until it has been verified.
- 7.2.2 Any qualified employee may receive and accept shipments. The receiving employee inspects incoming packages for visible damage and verifies the package count against the waybill. If there is no visible damage and there are no count discrepancies, the employee signs the waybill and either affixes the orange receiving tag if the item is to be entered into stock, or transferred to the order assembly area if it is to be packed for shipment as per QADP 6A (Product Realization Process).
- 7.2.3 If there is a discrepancy in the count, the shipment is, whenever possible, verified immediately against the packing slip. If the shipment is verified against the packing slip, it is recorded on the way bill and the product accepted.
- 7.2.4 If the packaging is damaged but the product is inspected and found undamaged, the employee signs the packing slip.
- 7.2.5 If the product count or visible packaging damage cannot be verified immediately, the shipment is identified with a red "HOLD" tag and segregated in the Receiving area. The receiving employee advises the Shipper/Receiver and the buyer responsible for the purchase. The buyer addresses the problem with the carrier or the supplier as appropriate. The nonconforming product is processed as per QACP 10 (Control of Nonconforming Product Process).



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7.2.6 Product for stock or resale with no packaging damage is accepted as is and placed in storage without further verification. Acceptable inspection status of such product is denoted by original, undamaged packaging, or by a signature indicating successful inspection.

7.2.7 When an employee reseals a package, the employee applies and signs a green sticker to demonstrate that the product has been verified. The Packages that contain smaller factory sealed packages need not be resealed . The product is stored with other accepted product.

7.2.8 Products are not released for use or resale prior to the required receiving inspection being satisfactorily conducted.

7.2 Work in Process - Product for Sale

7.3.1 If an individual product package is opened for any reason, the product is inspected and verified by an employee prior to it being repackaged and returned to stock. Upon successful verification, a green sticker is signed by the employee and applied to the resealed package.

7.3.2 Any product package that is opened and in which product is nonconforming has a red "HOLD" tag attached to it. The nonconforming product is processed as per QACP 10 (Control of Nonconforming Product Process).

7.4 Final Inspection

7.4.1 The employee responsible for assembling the product for shipment performs Final Inspection prior to shipment. This Final Inspection verifies that all required inspections have been successfully carried out and that, when appropriate, shelf life has not expired.

7.4.2 Upon satisfactory completion of Final Inspection, the employee signs the Warehouse Work Sheet. No product is shipped until all inspection activities have been completed satisfactorily.

7.5 Inspection and Test Records

7.5.1 Inspection and Test records show whether the product has passed or failed each inspection and records are kept for all inspections and tests.