



---

## QADP 7M - 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 Managers of each department within Maritime Services are responsible for ensuring that product verification procedures are implemented, controlled and followed.

### **REFERENCES:**

Red "HOLD" tag  
Yellow "CUSTOMER PRODUCT" tag  
Green Sticker  
Blue "USED CONDITION" tag  
Service Report  
Inspection & Repair Schedule for Inflatable Liferaft



---

## QADP 7M - INSPECTION AND TESTING PROCESS

---

### PROCEDURE:

#### 7.1 Process Links

Process Inputs	Process Activities	Process Outputs
<i>Purchasing Process</i> <i>Order Filling Process</i> <i>Product Repair Process</i>	Receiving Inspection Repair Inspection Final Inspection	<i>Order Filling Process</i> <i>Control of Nonconforming Product Process</i> <i>Improvement Process</i>

#### 7.2 Incoming Product

- 7.2.1 Upon delivery, incoming product is placed in an incoming product holding area in the Maritime Services reception area or in the liferaft servicing receiving area. Only product that has not been verified is stored in these areas.
- 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.
- 7.2.3 If the package is for another division of the Triton Marine Group, the receiving employee may accept the package and the receptionist advises the other division that there is a package for them.
- 7.2.4 If there is a discrepancy in the count, the receiving employee advises the destination department. Whenever possible, the shipment product count is verified immediately against the packing slip. Any variance is identified on the waybill and the packing slip and the problem addressed with the carrier or the supplier as appropriate.
- 7.2.4.1 That part of the shipment where the product count is found to be satisfactory is verified to specified requirements as below.



---

## QADP 7M - INSPECTION AND TESTING PROCESS

---

- 7.2.4.2 If the product count cannot be verified immediately, the package count variance is noted on the waybill and the shipment is identified with a red “HOLD” tag and segregated in the Receiving area until the Department Manager determines its disposition as per QACP 11 (Control of Nonconforming Product).
- 7.2.5 In the event that there is visible packaging damage, the receiving employee advises the destination department. Whenever possible, a qualified employee of the destination department verifies the product immediately against specified requirements. Any damage is identified on the waybill and the packing slip and the problem addressed with the carrier or the supplier as appropriate.
- 7.2.6 A qualified employee of the destination department inspects the damaged package. If there is damage to the product, the damage is recorded on the packing slip. The employee applies a red "HOLD" tag to the product indicating the problem and identifying it as nonconforming. The nonconforming product is processed as per QACP 10 (Control of Nonconforming Product Process).
- 7.2.7 If the product was acquired for stock or resale, and the packaging is damaged but the product is inspected and found undamaged, the employee signs the packing slip. The employee reseals the package, and applies and signs a green sticker to demonstrate that the product has been verified. The product is stored with other accepted product.
- 7.2.8 If the product is for repair or servicing, and the packaging is damaged but the product is inspected and found undamaged, the packing slip is signed. A yellow “CUSTOMER PRODUCT” tag is applied and the product processed as per the appropriate QADP 6Mx (Order Filling and Product Repair Process).
- 7.2.9 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 the original, undamaged packaging and an original, unbroken seal.
- 7.2.10 Product for repair or servicing with no packaging damage is accepted as is. A yellow “CUSTOMER PRODUCT” tag is applied and the product processed as per the appropriate QADP 6Mx (Order Filling and Product Repair Process).
- 7.2.11 Products are not released for use or resale prior to the required receiving inspection being satisfactorily conducted.



---

## **QADP 7M - INSPECTION AND TESTING PROCESS**

---

### **7.3 Work in Process - Product for Sale**

- 7.3.1 Should a product package is opened for any reason, the product is inspected and verified by a qualified employee. Upon successful verification, the product is repackaged, a green sticker is signed by the employee and applied to the resealed package and the product returned to stock.
- 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).
- 7.3.3 If the inspection of the product shows that the product does not meet the manufacturer's original specification, but that is suitable for sale, a blue "USED CONDITION" tag is applied. Deviations are noted on the blue tag. The product is placed in storage and the blue "USED CONDITION" tag stays on the product until it is shipped.

### **7.4 Work in Process - Liferaft Servicing**

- 7.4.1 Inspection and testing requirements for liferafts are performed in accordance with the requirements of the liferaft manufacturer and the Canadian Coast Guard.
- 7.4.2 All inspection and testing is performed by a trained technician under the supervision of a Senior Technician who has been authorized by the liferaft manufacturer to issue a Certificate of Reinspection.
- 7.4.3 The results of the required inspection and testing are recorded on the appropriate "Inspection & Repair Schedule for Inflatable Liferaft" form by the inspecting technician and endorsed by the Senior Technician.
- 7.4.4 All test equipment used in the inspection and testing of product to verify its condition against specification is calibrated as per QACP 8 (Control of Monitoring and Measuring Devices).

### **7.5 Work in Process - Electronics Servicing and Repair**

- 7.5.1 A technician verifies all repairs at the end of the repair process to ensure that they meet specified requirements. The results of the verification are recorded on the Service Report which is signed by the technician performing the verification.



---

## QADP 7M - INSPECTION AND TESTING PROCESS

---

7.5.2 All test equipment used in the inspection and testing of product to verify its condition against specification is calibrated as per QACP 8 (Control of Monitoring and Measuring Devices).

### 7.6 Final Inspection

7.6.1 The employee responsible for shipping the product performs a final inspection prior to shipment. This final inspection verifies that all required inspections have been successfully carried out.

7.6.2 Upon satisfactory completion of final inspection, the employee signs the packing slip. No product is shipped until all inspection activities have been completed satisfactorily.

7.6.3 Products that pass final inspection are safeguarded in accordance with customer specifications and/or QACP 12 (Handling, Storage, Packaging, Preservation and Delivery).

### 7.7 Inspection and Test Records

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