**Incoming Materials Inspection**

1. **PURPOSE AND SCOPE**

This document provides the instructions necessary to perform an inspection of incoming parts.

1. **RESPONSIBILITY**

Quality Assurance, or qualified designated person, has the responsibility to follow this instruction when inspecting all incoming parts.

1. **MATERIALS AND EQUIPMENT**

* Caliper, if applicable
* Appropriate ring gage, if applicable
* Appropriate plug gage, if applicable
* Appropriate pin gage, if applicable
* Appropriate print, if applicable
* Any other appropriate measuring tool, if applicable

1. **REFERENCE DOCUMENTS**

D0001.1112-1 Inspection Plan Matrix

D0001.1034-1 Non-Conformity Notification Form

D0001.1068-8 QA Receiving Inspection Log

1. **INSTRUCTIONS**

* Locate print by looking up the item number on the R: Prove: Engineering: Docs: ENG: Drawings drive.
* Match the revision on the drawing to the revision on the receiver.
* Inspect item per print and per Inspection Plan Matrix (D0001.1112-1) using appropriate measuring tools.
* If a measuring tool is needed, that is not available, notify the QA Manager and/or Logistics Manager and request the mating part from Manufacturing.

**5.1 Accepted Items**

* Initial, date and annotate quantity received on the receiver and fill out the QA Receiving Inspection Log (D0001.1068-8).
* Accept parts in the Business System Database.
* Give parts and receiver to Logistics to put away in the designated location.

**5.2 Rejected Items**

* Initial, date and annotate quantity rejected on the receiver and fill out the QA Receiving Inspection Log (D0001.1068-1).
* Reject parts in the Business System Database.
* Fill out Non-Conformity Notification Form (D0001.1034-1) with information found on receiver.
* Send electronic copy of the Non-Conformity Notification Form (D0001.1034-1 to the QA Manager and/or Logistics Manager.
* Place Non-Conformity Notification Form (D0001.1034-1 with product to be returned to vendor on the containment shelf.

1. **REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 1115 | A | 6/5/08 | MRH | Initial release |
| 1790 | B | 2/8/18 | AC | Update to current procedures |