TO comes in with Job paperwork

* Review job paperwork for completeness.
* If item need calibration (cal step not complete), move item to applicable Tech Center “Recal” location in BSD and forward item to applicable Tech Center / Operations.
* If Engineering sign-off is required, contact Engineering for timeframe needed for sign-off and end-use location in BSD; move item to applicable location in BSD and forward item to end-user.

Note: DO NOT MOVE ITEM TO END-USER “NAME” LOCATION IN BSD.

* If Accessories are missing, move item to applicable Tech Center “FG” location in BSD; forward item to Final Inspection.
* If 12 hour Stabilize is not done, move item to applicable Tech Center “Recal” location in BSD and forward item to applicable Tech Center / Operations.
* TO comes in with a QA020 Material Disposition Report/Deviation Notice
* Review the QA020 for completeness.
* Follow rules as defined above.

TO items are labeled with a requestors name (cal use, engineering use, no job paperwork)

* See Planner for instruction:
  + Planner to Review Demand in Planning Detail Display in BSD to ensure request was not to cover demand.
* If request is to cover Demand, move to applicable Inventory location in BSD and forward item as applicable.
* If request is not for Demand, contact requestor for reason that item was sent, issue item out of the BSD using Misc. Issue and applicable Reason Code; forward item to end-user.