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INSPECTION AND TEST STATUS

Purpose

This procedure describes Insulation Supply Company's system for indicating the inspection status of materials, parts and assemblies.

Scope

Applies to all materials and products used in the production and distribution of INSCO-supplied products, whether in process or storage.

Definitions

MRB Material Review Board, consisting of QA, Purchasing and Operations representatives, responsible for review and disposition of nonconforming product. Note: Insulation Supply Company does not use dispositions of use-as-is or repair, unless specifically authorized by the customer. (See QPM-301, Section 8.3)

Partnership Program Agreement between INSCO and Customer that assures quality of delivered products through delegation of inspection and process control responsibilities to the supplier/distributor.

Status The condition or state of product or material in regards to inspection and testing.

Responsibilities

QUAL MGR Quality Manager

MATL HDLR Materials Handler

Procedures

QUAL MGR Maintains Systems and Procedures for Inspection & Test Status

- Inspection, Verification, and Partnership Stamp System & Procedure (QSP-7.5.108).
- Tagging and Marking System for positive identification of conforming and nonconforming product.
- Material Identification System that ensures that only conforming product will be dispatched, used or installed, except when released under authorized concession.
- System and Procedure for identifying and handling Customer supplied product (QSP-7.5.109).

QUAL MGR Controls issuance and Use of Stamps

A. The Quality Assurance Administrator or designee will control the issuance and use of all stamps in accordance with QSP-7.5.108

MATL HDLR Stamps, Records, Tags Materials, Parts, Assemblies Indicating Inspection & Test Status

- All personnel with material inspection or verification responsibility shall stamp or sign-off (approve) the associated paperwork.
- The inspection status of materials and value-added products shall be recorded on a control label, identification label, tag, and/or on the item's accompanying paperwork with stamped verification or initials and date.
- Customer-furnished Material Report/Certification (QF-75) and customer related documents are used when identifying and routing customer-furnished material.
- Procured items inspected at their source are identified with "ACCEPTED" tag, or inspection stamp on accompanying paperwork.

QUAL MGR Records Calibration Status of Inspection, Test & Measurement Equipment

Stamps and applies calibration sticker and/or label to inspection, Test & Measurement equipment according to QSP-7.6.102.

References

Related Procedures

Inspection and Testing QSP-8.2.102

Inspection Equipment Control, Maintenance and Calibration QSP-7.6.102

Revision Notes

- Removed references to the following obsolete forms:
 - NA-1
 - NA-2
 - NA-3
 - QF-46
 - QF-74
 - QF-86
- Changed references to other procedures by updating to current procedure number. Procedures were formerly numbered to coincide with ISO 9000 20-element format. We now follow the AS9100 5-clause format.