



CUSTOMER SUPPLIED PRODUCT

Operational Procedure: MOP-07-01

Rev.: A

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DISTRIBUTION

- President
- Design Engineering
- Production
- Production Engineering
- Materials Control
- Purchasing
- Service
- Marketing
- Sales
- Contracts
- Human Resources
- Quality Assurance
- Quality Control
- Production Areas
- Office Areas

I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for handling customer-supplied products and equipment.

II APPLICATION

This procedure applies to customer-supplied products intended for incorporation into products (supplies) ordered by the customer. This procedure also applies to customer-owned tooling, templates, measuring equipment, etc., and returnable packaging.

This procedure does not apply to products delivered for servicing. Handling of products delivered for servicing is regulated by Procedure OOP-19-01 Servicing.

This procedure directly concerns Contracts, Purchasing, Material Control, Production, and Quality Assurance departments.

III PROCEDURE

1. Receiving Inspection

- 1.1 Customer-supplied products and customer-owned equipment, except for returnable packaging, are subjected to receiving inspection. Customers are required to supply their products with technical specifications and data sufficient to provide QC inspectors with the acceptance criteria against which they will carry out the receiving inspection.
- 1.2 Customer-supplied products are received, inspected, and tested in the same manner as other purchased products; i.e., in accordance with Procedure QOP-10-01 Receiving Inspection.

Written by:	Original Issue Date:
Approved by:	Date:
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2. Marking, Storage, Handling, and Preservation

- 2.1 Marking, storage, handling, and preservation of customer-supplied products also follow the same procedures that apply generally to purchased products.
- 2.2 Customer-owned tools and equipment are permanently marked so that the ownership of each item is visually apparent.

3. Special Requirements

- 3.1 When specified in the contract, special instructions for handling customer-supplied products are followed. When so requested, the customer's products may be segregated and labeled to identify them as the customer's property.

4. Loss or Damage

- 4.1 Any occurrence of loss, damage, deterioration, or unsuitability of customer-supplied products or customer-owned tooling and equipment is reported back to the customer.

IV ASSOCIATED DOCUMENTS

- Receiving Inspection — Oper. Proc. QOP-10-01
- Storage Areas — Oper. Proc. OOP-15-02
- Product Handling and Preservation — Oper. Proc. OOP-15-01
- Control of Nonconforming Product — Oper. Proc. QOP-13-01