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I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for:

- Performing and recording the final inspection, and

- Carrying out complete layout inspection and functional testing.

II APPLICATION

This procedure applies to all finished products sold by <COMPANY X> Inc.

This procedure concerns the Quality Control, Materials Control, and Production departments.

III PROCEDURE

1. General

1.1 All finished products are subjected to final inspection before they are shipped to customers. The Quality Control department is responsible for final inspections and for the release of product for packaging and shipping. The inspections are carried out by QC inspectors.

1.2 It is the policy of <COMPANY X> Inc. to concentrate resources and attention on defect prevention, rather than defect detection. The verification effort is focused on control of processes. Normally, by the time products are completed they have been completely verified through the program of receiving and in-process inspections. The purpose of final inspection is not to reinspect the products, but to ascertain that all verification activities prescribed by the Control Plan have indeed been carried out with satisfactory results. However, should there be any remaining inspections or testing to be done at the

time of final inspection, they are carried out to complete the evidence of product conformance (for example, painting or functional testing).

2. Scope

2.1 At a minimum, the scope of final inspection comprises:

- Review of the work order to ascertain that all specified operations, processes, and in-process inspections are signed off;
- Review of material certificates, inspection reports, control charts, and other quality records established prior to or during production;
- Visual inspection of product to ascertain that all specified operations are completed and to detect any visible quality problems;
- Taking measurements and testing to complete the evidence of product conformity (as specified in Control Plans); and
- Recording the actual measurements and test results.

3. Carrying Out the Inspection

3.1 For complex products, and in particular when functional testing is involved, inspectors are provided with checklists, inspection procedures, inspection report forms, and other instructions as appropriate.

3.2 Products that pass all reviews, inspections, and testing, are labeled with a green PASSED sticker or tag. The sticker is signed and dated by the inspector. When products are serialized, a plate displaying a serial number is also affixed to products at this stage. Following a successful inspection, products are moved to the packaging and shipping area.

4. Nonconforming Product

4.1 When a nonconforming product is identified or quality documents are incomplete, the QC inspector labels the product with a REJECTED sticker or tag and prepares a nonconformance report. The pink copy of the report is attached to the product and the product is segregated. The nonconformance report is further processed per Procedure QOP-13-01 Control of Nonconforming Product.

5. Release of Product

5.1 Only QA Manager, QC Engineer, and QC inspectors have the authority to release product. Products that are not identified with a signed-off, green release label or tag may not be packaged and/or shipped.

6. Inspection Record

6.1 To establish the final inspection record, the inspector signs and dates the work order on the line where the final inspection is called out. Any checklist or reports prepared during the inspection are also preserved for record.

7. Layout Inspection and Functional Testing

7.1 Initial complete layout inspection and functional testing is conducted at the stage of production quality planning and customer PPAP part approval. This initial layout inspection is called out in Procedure QOP-02-01 Production Quality Planning.

7.2 During mass production, similar layout inspection and functional testing is conducted annually, unless other frequency is specified by the customer. The QC Engineer is responsible for conducting the inspection.

7.3 Layout inspection verifies all dimensions, characteristics, and specifications called out in the product design record.

7.4 Functional or performance testing is conducted when functional or performance requirements are specified. All specified functional and performance characteristics are tested.

7.5 The record of layout inspection and functional testing consists of full inspection and testing results, including actual measurement values attained for every measured dimension, function, and performance characteristic.

IV ASSOCIATED DOCUMENTS

- Receiving Inspection — Oper. Proc. QOP-13-01
- In-Process Inspections — Oper. Proc. QOP-13-01
- Production Quality Planning — Oper. Proc. QOP-13-01
- Control of Nonconforming Product — Oper. Proc. QOP-13-01
- Production Part Approval Process (PPAP) Manual