



INSPECTION AND TEST STATUS

Operational Procedure: QOP-12-01

Rev.: A

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I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for identification of a product inspection status, and release of conforming product.

II APPLICATION

This procedure applies to all materials, components, subassemblies, and finished products.

This procedure concerns QC, Production, and Materials Control.

III PROCEDURE

1. General

- 1.1 Following every product verification activity specified in Control Plans, products are identified to indicate whether they have been accepted or not. Location of product can only be used as inspection status identification when the location is contained and dedicated, and in automated production transfer processes.

2. Conforming Products

- 2.1 Products that have passed the receiving inspection are segregated by being moved to the material stockroom and, in addition, are labeled with a yellow ACCEPTED sticker or tag.
- 2.2 Products that have passed in-process inspection, or have otherwise been determined to be acceptable for moving on to the next processing stage, are signed off in the work order and, in addition, may be identified by sticker, tag, mark, or color of container.

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2.3 Products that have passed the final inspection are labeled with a green sticker (or tag) signed and dated by the QC inspector who carried out the final inspection. Accepted finished products are also segregated by being moved to the shipping area.

3. Nonconforming Products

3.1 Products that fail any one of the three types of inspections are labeled with a red REJECTED sticker or tag. A pink copy of a nonconformance report is also attached to the failed product.

3.2 Products failed at receiving are moved to a designated quarantine area in the material stockroom. Finished products failed at the final inspection are also segregated in a designated quarantine area. Products failed by an in-process inspection are normally left in the production area while awaiting disposition, but are removed from the main stream of the production flow.

4. Authority to Release Products

4.1 The authority and responsibility to release finished products for shipment is vested with the QC inspector who performs the final inspection. The green tag indicating that a product has passed the final inspection provides the evidence that the product is released for shipment.

IV ASSOCIATED DOCUMENTS

- Receiving Inspection — Oper. Proc. QOP-10-01
- In-Process Inspections — Oper. Proc. QOP-10-02
- Final Inspection — Oper. Proc. QOP-10-03