

Company Standard Practice

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Receiving Process
Doc. Title:

Change Record:

Revision Date	Description of Revision	Department Approval	Quality Assurance
11/22/02	INITIAL DOCUMENT RELEASE	DRAFT	
3/14/03	Re-ordered process steps	BB	NF
3/5/04	Document number was 05.01;	BB	NF
9/21/05	Added new 4.11 and renumbered following;	BB	NF

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1.0 SCOPE

This procedure describes the process of receiving purchased parts and the material processed by outside contract services into inventory or for reshipment to customers.

2.0 POLICY

Warehouse operations are responsible for the receiving, unpacking, inspection, handling, storing, re-packing and shipping of all material delivered to the Company.

3.0 SUMMARY OF PROCEDURE

- 3.1 Parcels are accepted from the carrier and the packing list is compared with the Purchase Order and original Sales Order; primary information is recorded.
- 3.2 The parcels are unpacked, inspected and the contents identified and recorded.
- 3.3 Product inconsistency and nonconforming material is identified and held for disposition; acceptable material is processed to stock or readied for shipment.

4.0 Details of Procedure

Responsibility

Action

- | | | |
|------------------|-----|---|
| Warehouse Person | 4.1 | Accepts arriving parcels from the carrier. |
| | 4.2 | Removes the Packing List (PL) from the parcel. |
| | 4.3 | Retrieves the Purchase Order (PO) from the "Open PO" file. |
| | 4.4 | Retrieves the "Sales Order" from the file and compares the Sales Order, PO and PL and resolves any discrepancies before proceeding. |
| | 4.5 | Stamps the Confirming PO with the receiving information stamp. |

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Responsibility
Action

Warehouse Person
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- 4.6 Unpacks the parcel and removes contents at an ESD safe workplace.
- 4.7 Records information in the “stamp” areas as follows:
 - 4.7.1 Date received
 - 4.7.2 Quantity of parts received
 - 4.7.3 Date Code on the received parts
 - 4.7.4 Country of origin of received parts, when available.
 - 4.7.5 Person receiving the parts
- 4.8 Verifies by visual inspection that the received parts are correct, or
- 4.9 Requests buyer to call supplier for identifying criteria.
- 4.10 Requests QA Representative or designee, when required, validate the inspection.
- 4.11 Spot-checks manufacturer packaged products when directed by QA Representative.

QA Rep.

- 4.12 Verifies documentation and order resolving all problems and initialing approval.

Buyer

- 4.13 Contacts supplier for identifying criteria and provides it to the Warehouse Person.

Warehouse Person

- 4.14 Enters the receiving info into the computer system or, if there is a discrepancy noted,



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- 4.15 Processes as nonconforming material (see Standard Practice 8.3.1, Control of Nonconforming Material).

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Responsibility
Action

Warehouse Person
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- 4.16 Re-files the paperwork if the receipt is a partial, or
- 4.17 Forwards the completed paperwork to Accounting.