Quality Procedure

Testing & Inspection

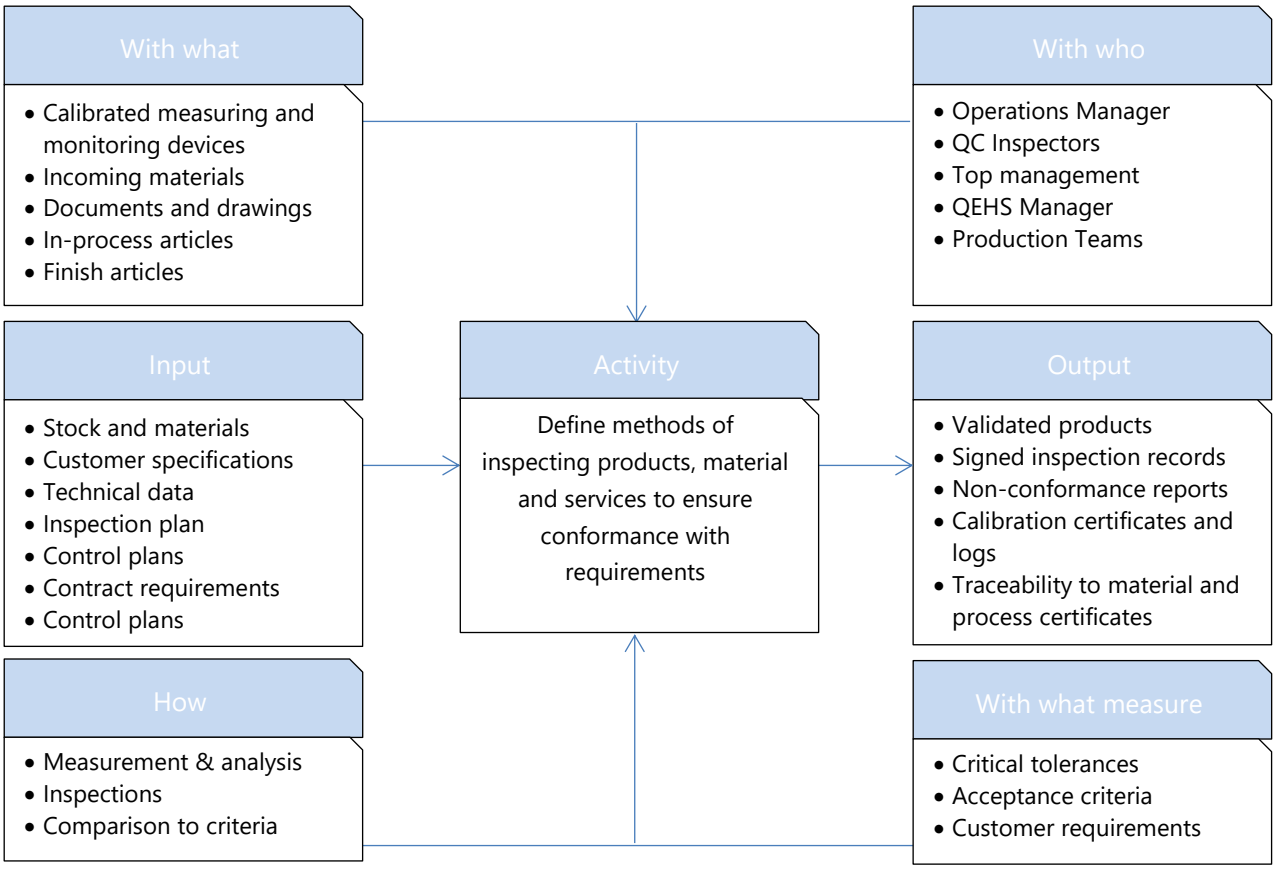
Table of Contents

1 Testing & Inspection

1.1 Introduction & Purpose

The purpose of this procedure is to establish and define the process for testing and inspection activities that verify product, material and service conformance, and to verify that process inputs and outputs conform to specified requirements. Documented Records and information of inspection include evidence of conformity with the acceptance criteria and traceability to the person authorizing the release. Records of inspection are maintained.

1.1.1 Process Activity Map



1.1.2 References

Standard	Title	Description
BS EN ISO 9000:2015	Quality management systems	Fundamentals and vocabulary
BS EN ISO 9001:2015	Quality management systems	Requirements
BS EN ISO 9004:2018	Quality management systems	Guidelines for performance improvements

1.1.3 Terms & Definitions

Term	Definition
Inspection	Conformity evaluation by observation/judgement/appropriate measurement or testing
Test	Determination of one or more characteristics according to a procedure
Verification	Confirmation, through the objective evidence (3.8.3), requirements (3.6.4) were fulfilled

1.2 Application & Scope

Your organization has implemented a process that includes all appropriate; methods, techniques, formats, etc.) to monitor and measure the characteristics of products and services to verify that requirements are being met. This procedure is applicable to all incoming materials, in-process testing and final articles.

Materials, components, subassemblies and finished products are prevented from use, assembly and dispatch until the required inspections are completed. When products are modified, they are fully re-inspected and re-tested. The required records of inspections and tests are established and maintained.

1.3 Responsibilities

The Quality Manager is required to:

1. Determine the extent and scope of in-process inspection and testing;
2. Determine the extent and scope of product inspection and testing;
3. Ensure that planned arrangements are satisfactorily completed prior to release.
4. Ensure that this procedure is implemented.

The Quality Inspectors are required to:

1. Undertake inspection and testing in accordance with specified requirements;
2. Preserve the identification of inspected and testing products.

1.4 Testing & Inspection Process

1.4.1 General

Materials, components, subassemblies and finished products are prevented from use, assembly and dispatch until the required inspections are completed. When products are modified, they are fully re-inspected and re-tested. The required records of inspections and tests are established and maintained.

1.4.2 Receiving Inspection

Upon receipt of products; receiving personnel verify the quantity of delivered units, check marking and identification of packages, and inspect all packages for any signs of tampering or damage. If all these checks and inspections are satisfactory, receiving personnel signs the delivery receipt. If not, any shortages or damages are noted on all copies of the delivery receipts

The received containers are then moved to the designated inspection area, a copy of the purchase order is retrieved, and the packing slips are removed from the containers. Upon opening the containers, the goods are verified against the purchase order and the packing slip, and are examined visually for any signs of damage.

The purchase order is stamped '**RECEIVED**' and is signed and dated by the receiving inspector. All receiving inspections are recorded using the *Receiving Inspection Log*. On critical parts and components, as determined by the Quality Manager, a precision inspection and tests are performed. This type of inspection includes:

1. Review of relevance material certificates, supplier inspection records and compliance certificates;
2. Random sampling based on statistical technique specified;
3. Visual inspection to detect any damage or other visible problems;
4. Perform measurements and testing against specified requirements as required;
5. Record sample size, measurement and inspection test results using the *Inspection & Test Report*.

Products are not released and processes are not approved until all inspection and test activities have been satisfactorily completed and the appropriate documentation is available and authorized. All final inspections are recorded in the *Final Inspection Log*. Any non-conformances are documented using the *Defective Part Report* and processed accordingly.

On critical parts and components, as determined by the Quality Manager, an *Inspection & Test Report* is completed. The Quality Manager determines the extent and scope of final inspection and testing based on the importance of the item, control methods, acceptance criteria and previous performance.

In order to establish the final inspection records, the Quality Manager or designee signs and dates the Work Order/Job Traveller. The Job Traveller together with other product quality records, such as material certificates, and documents established during various inspections, are preserved and filed by Document Control by Work Order Number.

1.4.6 Non-conformities

If a nonconforming product is identified or quality documents are incomplete, the Quality Manager identifies the product with a red '**FAILED**' marking or tag and prepares a *Defective Part Report*. A copy of the report is attached to the router/traveller and the product is segregated.

1.5 Forms & Records

All inspection and test records, which clearly show evidence of conformity with acceptance criteria and traceability to authorized personnel, are established and retained in accordance with the *Documented Information Procedure*.

Title & Description
Receiving Inspection Log
First Article Inspection Log
In-process Inspection Log
Final Inspection Log
Inspection & Test Report
Defective Part Report