QUALITY MANUAL

INCOMING MATERIAL INSPECTION PROCEDURES:

CONTENTS		DUTY PARTY	DOCUMENT REF.	QUALITY RECORD
DELIVERY	SUPPLIER DELIVERY ON TIME AS PER PURCHASING ORDER	SUPPLIER	PURCHASING ORDER	DELIVERY ORDER
MATERIAL CHECK /ACCPET	MANUFACTURING PEOPLE CHECK/ACCPET INCOMING MATERIAL AS PER DELIVERY ORDER AND PURCHASING ORDER •	SUPPLIER MANUFACTURING	PURCHASING ORDER DELIVERY ORDER	
MATERIAL INSPECTION	1. QC INSPECT MATERIAL AS PER DRAWINGS/SPECIFICATION AND PUT RESULT IN RELATED RECORD FORMS. 2. INSPECTION RESULT "OK", QC WILL PUT PROPER MARK ON MATERIALS •	QC	DRAWINGS	RECEIVING INSPECTION FORM MARKING CARD
ABNORMAL STOCK PROCEDURE	1. INSPECTION RESULT "OK", QC WILL PUT PROPER MARK ON MATERIALS AND STOCK. 2. INSPECTION RESULT "NG", QC WILL SEGREGATE AND MARK.	QC	ABNORMAL PROCEDURE	RECEIVING INSPECTION FORM ABNORMAL REPORT MARKING CARD
	1. STOCK RECORD FOR "OK" MATERIAL. 2. STOCK IN PROPER PLACE ° 3. "NG" MATERIAL WILL PROCEED AS PER ABNORMAL PROCEDURE	QC MANUFACTURING	ABNORMAL PROCEDURE	RECEIVING INSPECTION FORM ABNORMAL REPORT MARKING CARD