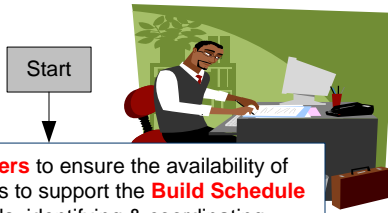


WI-0036 Receiving & Inspection of Incoming Direct Materials

- Bill of Materials
- Build Schedule
- Approved Supplier List
- Daily Incoming Shipment Plan discrepancies



- Daily Incoming Shipment Log
- Purchase Order



Buyer issues **Purchase Orders** to ensure the availability of required materials and products to support the **Build Schedule** and defined Inventory levels, identifying & coordinating

- 1) supply source,
- 2) product/material quantity and quality
- 3) product/material specifications/certification
- 4) Delivery date/time/E.T.A.

of incoming Direct Materials and posts **Purchase Order** reference and shipping information to **Daily Incoming Shipment Plan** (per **SOP-0008 Purchasing & Materials Management**)

Shipper/Receiver

- 1) accesses and reviews **Daily Incoming Shipment Plan**,
- 2) coordinates the availability of docks and necessary resources for efficient receipt of inbound materials.
- 3) records all receiving activities in **Incoming Direct Materials Log**

Daily Incoming Shipment Log

Shipment arrives at receiving dock



Shipper/Receiver obtains shipping documentation from Driver and matches up **Packing Slip/Shipping Documentation** with corresponding **Purchase Order** on file.

Shipper/Receiver (per **WI-___ Inspection of Incoming Direct Materials**) confirms shipment characteristics against **Purchase Order**, verifying :

- 1) "Ship to/Bill to" company name
- 2) Shipment Quantity
- 2) Product Description / Labelling
- 4) Material Certification (if applicable)
- 3) Quality (visual inspection for overt signs of damage/nonconformance)

and records findings on shipment documentation

Decision: **Purchase Order** found in file?

No → Shipper/Receiver contacts Buyer for authorization to accept shipment.

Yes → OK to receive Shipment?

Shipper/Receiver contacts Buyer for authorization to accept shipment.

OK to receive Shipment?

Shipper/Receiver contacts Quality Assurance Dept. for secondary inspection

Shipper/Receiver rejects non-conforming materials, notifies Buyer, and logs activity in **Incoming Direct Materials Log**

End

Decision: Does the shipment contain chemicals, resin or bulk materials which will be batched with & become indistinguishable from existing inventory?

Primary inspection passed?

Shipper/Receiver contacts Buyer for disposition instructions and records Inspection results on Shipping Documentation (per **WI-___ Inspection of Incoming Direct Materials**)

Quality Assurance Technician performs secondary inspection (per **WI-___ Laboratory Confirmation of Incoming Direct Materials**) to confirm material characteristics and to preclude the possibility of contamination of existing inventory with which it will be stored.

Decision: Secondary Inspection passed?

Shipper/Receiver

- a) accepts shipment
- b) documents receiving activity in **Incoming Direct Materials Log**
- c) Notifies **Materials Handling Dept.** for movement and storage of incoming goods

Go to

Shipper/Receiver notifies Buyer of discrepancies between planned and logged activities.

Decision: All scheduled shipments received?

Shipper/Receiver reviews and compares **Daily Incoming Shipment Plan** against **Incoming Direct Materials Log** to verify timely receipt of all scheduled shipments

End

