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| PLASTICS MOLDING COMPANY GENERAL INSTRUCTIONS | | DATE: 08/17/11 | PAGE 1 OF 1 |
| | PREPARED BY: PRESIDENT | | |
| | APPROVED BY: GENERAL MANAGER | REVISION: C | GI-P1 |
| TITLE: CUSTOMER SUPPLIED MATERIAL | | | |

1.0 PURPOSE

The purpose of this procedure is to describe receiving customer supplied material for production department.

2.0 SCOPE

This procedure applies to the purchasing departments arrangement of customer supplied material.

3.0 RESPONSIBILITY

The Q.A. Manager or authorized designee is primarily responsible for this activity.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

PFQ16 - Material Dock Audit (Incoming)

6.0 PROCEDURE (See Figure 1 attached)

1. Material received by receiving department.
2. The Shipping Clerk will conduct an in-coming dock audit per GI-Q1.
3. Receiving department signs receiver.
4. Material is stored by receiving department for use by production department.
5. Lost, damaged, or unusable material will be reported to customer immediately.