

			Dock Audit (Incoming)
QMS GI-Q1	Rev B	Date 08-26-14	Procedure Authority: Quality Assurance Manager

Purpose: The purpose of this procedure is to describe the inspection activity involved in authorizing receipt of production material.

Scope: This procedure addresses notification of the Quality Dept. upon production material deliveries, applicable inspection criteria and methods, and notice to the Shipping Dept. on quality related decisions.

Responsibility: The Quality Manager and Materials Manager are collectively responsible for administering this procedure.

Definitions:

COA = Certificate of Analysis

Reference Documents:

FQ17 form, “Material Dock Audit (Incoming)”

PQ4 procedure, “Control of Nonconforming Product”

Procedure

1. One of our purchasing objectives is to develop a strong and dependable supply base. Our vendors are expected to incorporate adequate controls to ensure all quality requirements. As a verification measure, some deliveries will be selected for a dock audit in accordance with this procedure.
2. When production material is delivered, the Receiving Department will notify Quality to initiate an appropriate “Incoming Dock Audit”. With consideration for the type of material received, this could involve dimensional inspection, visual inspection only, visual for packaging integrity, or a temporary “pass thru” allowance for more thorough analysis by the consuming department.
3. In general, the following, department specific criteria/methods, may be used to determine the degree of inspection.
 - a) Coil stock or sheet goods for the **Stamping Department** = Dimensional check for thickness and width, review COA’s, general appearance, i.e. rust or damage and packaging integrity. The Dock Audit event should be documented on “Material Dock Audit (Incoming)” sheet (FQ17).
 - b) Castings or other material for the **NC Department** = Review of COA’s as available, general appearance, i.e. rust or damage and packaging integrity. The Dock Audit event should be documented on “Material Dock Audit (Incoming)” sheet (FQ17). Additional inspection will take place, by the machine operator, as part of the machining process.
 - c) Die components or steel for the **Tool & Die Department** = Pass through allowance. An appropriate inspection will take place by the user as part of the Tool & Die process.

Procedure Continued

- 4. Once notified of the incoming material, an inspector will obtain the packing slip and other relevant paperwork, and begin the Dock Audit.
- 5. Items selected for a formal Dock Audit, in accordance with Step #2, will be inspected and the event recorded on a “Material Dock Audit (Incoming)” sheet (FQ17).
- 6. Deliveries of raw material i.e. coil stock, sheet goods, and castings, may be subjected to a more thorough verification. For example, data from the COA, may be compared to customer requirements, and sampled at a frequency based on severity, risk, and past supplier performance. This review can take place before or after the load is accepted.
- 7. Accepted loads will be indicated to the Receiving department for the final receiving process i.e unloading and storage.
- 8. Rejected loads will be refused at the dock for immediate return, or the material will be placed in Quarantine and subjected to procedure PQ4, “Control of Nonconforming Product”.

AMENDMENT RECORD

Revision	Date	Details	Authority
A	05-19-03	Originated	E. Ide
B	08-26-14	Rewritten to more accurately reflect current practice and to include aspects of COA review.	E. Ide