

<h1>SRI</h1>	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 08 (2.1)		Revision No :01
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8.2.1 INSPECTION OF INCOMING MATERIALS

a) *Materials from mixing plants & air bag section of SRI.*

- ◆ Rubber Compounds
- ◆ Air Bags

b) *Materials from approved sources.*

- ◆ Nylon Tyre Cords
- ◆ Steel wires
- ◆ Any other production related materials
(Kevlar bead wires, Stickers, Chafers)

c) *Procedure for inspection and verification.*

All the incoming materials are subjected to a general inspection by the stores authorities at the point of unloading. At the time of receipt, COP officers are responsible to verify the compliance to the specification.

General inspection

- a) Whether the receiving quantity is equal to the order / invoiced quantity.
- b) Whether the packing comply with the packing/supply instruction.
- c) Whether there are any damages or irregularities.
- d) Quality certificate from the supplier/manufacture.

The receiving of materials to the stores is informed to the COP department over the phone with following details.

- ◆ Name of the materials and quantity.
- ◆ Manufacture or supplier.

For material from S.R.I, the test report from S.R.I laboratory is accepted. For material from any other sources, test samples are collected by COP department representative personally and send to S.R.I laboratory with required details. All the material should be kept under yellow tags until COP department acceptance is given.

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

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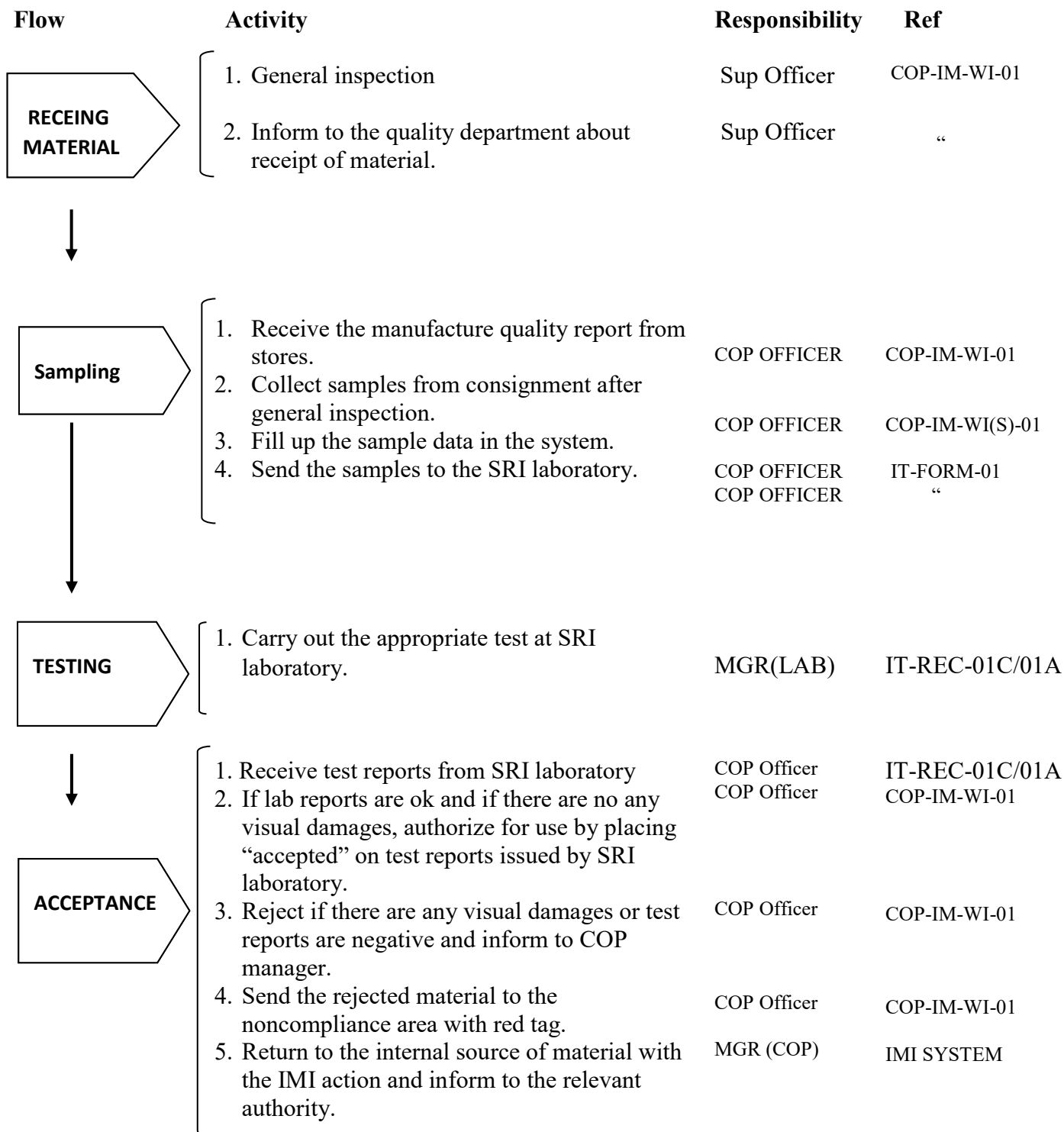
8.2.1.1 Procedure for incoming inspection of materials, semi products prior to use.

Flow	Activity	Responsibility	Ref
<div>RECEIVING MATERIAL</div> <div>↓</div> <div>ACCEPTANCE</div>	1. General Inspection	Sup. Officer	COP- IM-WI-01
	2. Inform to the COP department about receipt of material.	Sup. Officer	“
	3. Submit supplier quality certificate and laboratory approval to COP department.	Sup. Officer	“
	1 If lab reports are ok and if there are no any visual damages, authorize for use by placing “accepted “on test reports issued by SRI laboratory.	COP OFFICER	IT- FORM – 02/03/04 COP-IM-WI-01
	2 Reject if there are any visual damages and inform to COP manager.	COP OFFICER	COP-IM-WI-01
	3 Send the rejected material to the noncompliance area with red tag	COP OFFICER	COP-IM-WI-01
	4 Return to the internal source of material with the IMI action and inform to the relevant authority.	MGR (COP)	IMI SYSTEM

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8.2.1.2 Procedure for incoming inspection of material purchased from approved sources- Nylon Tyre cord & Steel wires.



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