

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 08 (1)			Revision No :03
Date Issued : 03/04/2017 Revision date:21/01/2025			Page No : 1 of 7
Title : Quality Procedure for Inspection and Testing (General)			

8.1. INSPECTION AND TESTING

8.1.1. SCOPE

This document covers inspection and testing procedures, of incoming materials, in process material and parts and finished goods. Repeat tests are decided by technical staff according to the nature of the test results obtained.

8.1.2. RESPONSIBILITY.

The General Manager _ (Research and Development) has the overall responsibility of ensuring the quality of products. Chief Chemist is responsible for all testing and inspection carried out at the Laboratory.

8.1.3. INSPECTION AND TESTING OF INCOMING MATERIALS.

8.1.1 *Locally purchased material from approved sources.*

Types of materials covered under incoming and testing scheme is mentioned in the IT-WI-S-01

8.1.2 *Imported materials from approved sources.*

Types of materials covered under incoming and testing scheme is mentioned in the IT-WI-S-01

8.1.3 *Sample quality of materials from new sources or new materials.*

8.1.4 *Procedure for inspection & testing.*

All the incoming materials are subject to a general inspection by the stores authorities at the point of unloading

8.1.5 *General inspection*

- Whether the receiving quality is equal to the order/invoiced quality.
- Whether the packing complies with the packing/supply inspections
- Whether there are any damages or irregularities.

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

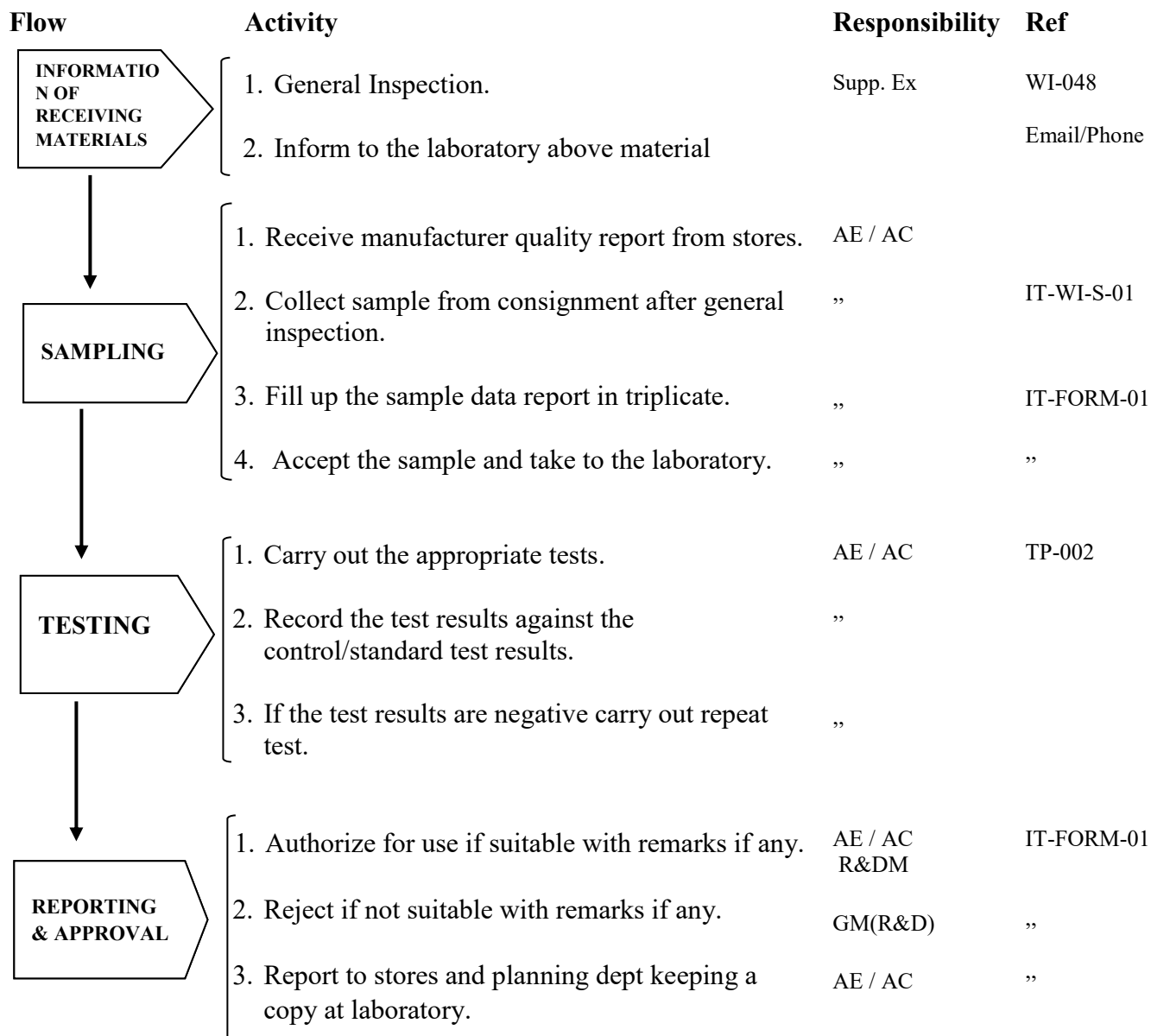
- Name of the material & quality.
- Manufacture/supplier.
- Whether local or imports.

Samples are collected by laboratory representative personally. Until the laboratory approval is given goods are kept under yellow tags

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8.1.4 Procedure for imported materials from the approved sources.



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8.1.5 Procedure for locally purchased materials from the approved sources.

Flow	Activity	Responsibility	Ref
<div>INFORMATION OF RECEIVING MATERIALS</div>	1. General Inspection.	Supp. Ex	WI-048
	2. Inform to the laboratory above material		Email/Phone
<div>SAMPLING</div>	1. Draw samples from consignment after general inspection.	AE / AC	IT-WI-S-002
	2. Fill up the sample data report in triplicate.	SUPP. EX	IT-FORM-01 IT-FORM-CBMB
	3. Accept the sample and take to the laboratory. (except rubber)	AE / AC	„
<div>TESTING</div>	1. Carry out the appropriate tests.	AE / AC	TP-002 IT-REC-062
	2. Record the test results against the control/standard test results.	„	IT-FORM-CBMB IT-FORM-01
	3. If the test results are negative carry out repeat test.	„	IT-FORM-CBMB
<div>REPORTING & APPROVAL</div>	1. Authorize for use if suitable with remarks if any.	AE / AC R&DM	IT-FORM-01 IT-FORM-CBMB
	2. Reject if not suitable with remarks if any.	GM(R&D)	„
	3. Report to stores and planning Dept. keeping a copy at laboratory.	AE / AC	„
	4. Follow up progress of each new consignment through raw material consumption feedback report	„	IT-IPM-FORM-01

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8.1.6 Procedure for sample quantity of materials from new sources or new materials.

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">INFORMATION OF RECEIVING MATERIALS</div> <div style="text-align: center; margin-top: 20px;">↓</div>	a) <u>For bulk sample</u> 1. General inspection. 2. Keep the sample in the sample area with original packing. 3. Inform to the laboratory and provide the relevant details and technical data giving by the supplier or manufacturer	Supp. Ex ” ”	WI-048 ” ”
	b) <u>For small sample</u> 1. General Inspection.	”	”
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">SAMPLING</div> <div style="text-align: center; margin-top: 20px;">↓</div>	a) <u>For bulk samples</u> 1. Collect samples after general inspection. 2. Fill up the sample data report in triplicate. 3. Mention “NEW SAMPLE” on all three copies of data report 4. Accept the sample and take to the laboratory and keep at new sample area	AE / AC ” ”	IT-FORM-01 ” ”
	b) <u>For small sample</u> 1. Fill up the sample data report in triplicate. 2. Mention “NEW SAMPLE” on all three copies of data report. 3. Send to sample to the laboratory in original packing with required details, technical data provided by the supplier/ manufacturer. 4. Accept the materials to the laboratory nd keep at new sample area	Supp. Ex ” ”	IT-FORM-01 ” IT-FORM-01
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">TESTING</div> <div style="text-align: center; margin-top: 20px;">↓</div>	1. Carry out the appropriate test. 2. Record the test results against the control/ standard test values.	AC/AE AC	TP-002 IT-REC-062
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">REPORTING & APPROVAL</div>	1. Recommend for purchasing if suitable. 2. Reject if not suitable with remarks if any.	GM(R&D) ”	IT-FORM-01 IT-INM-FORM-01 IT-REC-062
	3. Report to stores and planning Dept. keeping a copy at laboratory.	AE / AC .	”

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8.1.7. INSPECTION & TESTING OF INPROCESS MATERIAL

8.1.7.1 Procedure for mixed compound (For quality control purpose)

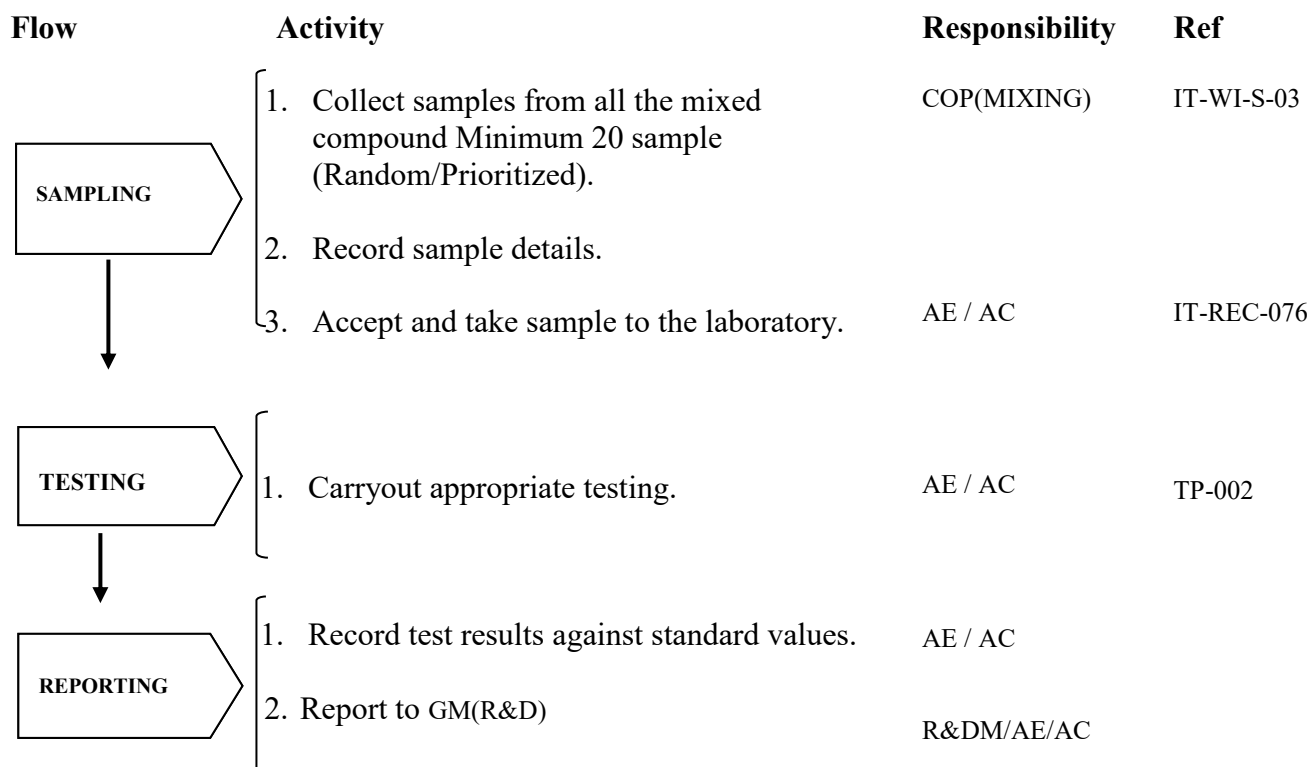
Flow	Activity	Responsibility	Ref
<div>PLANING</div>	1. Collect samples from each batch. After mixed	APE/SAPE	IT-WI-S-03
	2. Record sample details.	”	IT-FORM-02/ SRI-LIMS System
	3. Send samples to the laboratory.	”	”
	4. Accept the sample from laboratory.	AE / AC	”
	5. Re-sample for different test.	”	”
<div>RE-SAMPLING AND TESTING</div>	1. Test sample as outlined.	AE / AC	TP-002
	1. Colour matching to colour compound.		
	2. Mooney value.		
	3. Curing & Hardness		
	4. Rheo graph		
<div>REPORTING & APPROVAL</div>	1. Prepare test report.	AE / AC	IT-FORM-02A SRI-LIMS System
	2. Authorize for use if suitable	”	”
	3. Reject or “ON HOLD” up to give corrective action if not suitable.	”	”
	4. Report to mixing section.	”	”

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8.1.7.2 Procedure for mixed compound (For information and development purpose)



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8.1.9. Use of Alternative Ingredients

When there is a situation, Mixing or Production Process to be continued with the use of alternative chemical to existing compound BOM.

This alternative or temporary change to the BOM shall be completely under R&D laboratory approval.

These situations can be arisen due to unavailability of the chemical of the BOM or alternative solutions to a quality critical problem while in mixing or production operation.

1. COP shall Identify the problem and Discuss with R&D for a alternative solution.
2. R&D shall assess the alternative solution for technical feasibility and economically viability.
3. R&D shall take the decision of approval to the alternative solution and issue a temporary specification.
4. R&D shall inform their decision to Planning, COP, relevant Production, including accounting Dept. through an email.
5. Planning shall then adjust the material change in the “shop order” for material balancing requirement before production commence.
6. Planning shall confirm their action, and communicate to the original email.
7. COP shall coordinate with Production for temporary specification availability, and give awareness to all concerned.
8. COP shall monitor the mixing or production while using the alternative chemical and communicate with R&D laboratory.
9. Accounts dept. shall retain this information on material adjustment, to review the accuracy at physical stock verifications.

8.1.10. NON-CONFORMING SITUATIONS

All non-conforming situations related to Incoming Inspection, In-Process Inspection and Final inspections are managed through the Procedure for Non-conforming Output (QPM-012), and Procedure for Non-conformity & Corrective Action (QPM-013)

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