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ISP-QA-007

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PAGE NO.	Issue	Rev.	REASON FOR CHANGE	DATE
All	01	00	New Document Release	1-Jun-14
All	01	02	Supplier audit criteria & Sub supplier audit is inculded in sr. No. 12	24-Jul-14
All	01	03	Supplier improvement plan added in record reference at sr. no. 13	20-Oct-14
All	02	00	New Document Release	8-May-17
All	02	01	MQS requirment & Initial Flow control for Supplier point added in point no-4 after countermeasure for TVS	12-Oct-17
All	02	02	In Sr.no-1a Note added as per Internal audit observation , No separate inspection is required from Bawal supplied FG parts	24-Jan-19
All	02	03	In Sr.no-3a added for special process like plating , phosphating etc Needs to be checked all parameters as per plan or by the adhering the PQCS/Inspection std /drawing etc	11-Feb-19
All	2	04	In Sr. no 11a Tracking Sheet format modified with three sample lots to be taken for effectiveness monitoring	20.1.2021

Prepared By	Checked By	Approved By	Released By
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Major Links To :

MD	Director- HR	Director-Purchase , Sales	Director- Finance & Account , FC,IT
Head- HT & Forging	Head- Factory Control	Head - PE	Head- Engineering
Head- Quality Assurance	Head- Purchase	Head- Machine Shop	

1.0 Purpose

To establish a Procedure for Incoming Product Quality in order to ensure that :-

- (a) The Incoming inspection is carried out to ensure that purchased product meets the purchase specifications.
- (b) Supplier monitoring is done thru suitable indicators at a defined frequency.
- (c) Packing of incomig material is as per packaiga standards.

2.0 Scope

The scope of the procedure covers the following :-

- (a) Semi-finished product, forging, tooling, die, fixture, gauges, machine spares, consumables & steel raw material coming to plant.
- (b) All Suppliers of semi finished product, forging, tooling, die, fixture, gauge, machine spares, consumables & steel raw material.

3.0 Responsibility

 Department Head - QA , Department Head - Purchase
 Respective Department Heads

Documents Referenced	Number	Records Referenced	Number
Work Instruction for supplier performance rating	ISW-QA-002	Supplier Performance Rating	ISF-QA-009
List of Approved Suppliers	ISD-PU-002	Material Receipt Note	ISF-FC-001
Supplier Audit Plan	ISD-QA-004	Supplier Audit Report	ISF-QA-011
		Incoming Insp. Report (Sozai stage)	ISF-QA-017
		Part Inspection Report	ISF-QA-022
List of Direct Clearing Items	ISD-FC-001	Parts Inspection Report (Metallurgical)	ISF-QA-018
Rule for Supplier Problem	ISD-QA-017	Production Plan	ISF-FC-002
- Countermeasures		IPP	ISF-QA-026
Procedure for control of NC Products	ISP-HT-001	Deviation Request	ISF-HT-002
		Inspection Standard	ISF-QA-036
		Mass Production QAV - 2 Check Shee	ISF-QA-048
		Supplier Improvement Plan	ISF-QA-056

		STANDARD PROCEDURE				Procedure for Incoming Product Quality
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4.0 Procedure					
Srl.	Activity	Input	Output	Responsibility	
1	RECEIVING INSPECTION FOR SEMI-FINISHED PRODUCTS, FORGINGS, STEEL RAW MATERIAL Receiving inspection of samples of under development Lot/ pilot lot / regular supplies/ After any change for semi finished products, forgings, steel raw material, is done as per respective PQCS / Work instruction / Inspection Standard / Drawing for dimensional inspection.	Material Receipt Note IPP	Incoming Inspection Report(Sozai Stage) / Part Inspection Report	Associate- QA	
1a	Note : For the F.G parts (Example : GPDN KTEM, OCSC etc.) receiving from Map-id Bawal , Incoming inspection will not be carried out at map-id Bangalore , based on the reference of the PDI Report from Map-id Bawal , Bangalore will clear the lots, (No separate receiving inspection is required	Material Receipt Note	PDI report Bawal	Associate- QA	
2	Samples under development/ pilot lots/ regular supplies/ After any change for semi finished products, forgings, steel raw material are sent to Metallurgical Lab for inspection. Metallurgical inspection is carried out as per respective PQCS / Work instruction.	Material Receipt Note IPP	Parts Inspection Report (Metallurgical)	Associate- QA	
3	Inspection report is prepared and OK / NG tag is provided to the checked item as per inspection status.	Incoming Inspection Report(Sozai Stage)	Disposition of Lot	Associate- QA	
3a	Note : For any special process like Plating Phospating etc Needs to be checked all parameters as per plan or as per customer requirnmnets by the adhering the PQCS / Work instruction / inspection std / or drwaing for special process	Incoming Inspection Report(Sozai Stage)/Inspection std /drawing	inspection report	Associate- QA	
4	In case of sample under development/ pilot lots approved inspection report from QA is sent to Process Engineering / Source Department of Sample. In case of regular supplies, if non-conformance is observed, approved inspection report from QA is sent to Purchase Department. MQS Sheet will be shared to Supplier by MDT and Updated MQS will be received . NPD QA has to verify & confirm the same as per Drawing	Inspection Reports	Distribution of copies	Associate- QA	
	Initial Flow control for Supplier	Drawing / Critical /Fit/Function List	MQS	NPD QA	
	M-FLOW (QCD) evaluation is carried out at the completion of first three months of mass production. <i>Initial flow control period should be fixed period should be 3 months as appropriate</i> <i>The following activities to be carried out during initial flow control:-</i> <i>Special inspection / process controls that is higher than normal controls these could be either added inspection points or inspections at higher frequency</i> <i>Initial flow control period to be terminated / Approved with conditions by HOD QA , if at the end of initial flow period follwing conditions are satisfied-</i> 1 Cpk > 1.33 2. All problems occuring before SOP are solved and recheck done to confirm that they remain solved 3. Any new problem arising in initial flow period is also solved <i>If any of the conditions are not met then initial flow control period can be extended till time all criteria are met</i>	Development Plan	Evaluation as per annexure-2	MDT	
5	Non-conforming product is handled as per "Procedure for control of Non-conforming products" and countermeasure is taken as per "Rule for Supplier Problem - Countermeasures".	Inspection Reports	Disposal	Associate- QA / Associate- Purchase	
6	If any approval given by MAPID, against the request made by the supplier for shipment of non-conforming products the same will be received duly identified on packing.	Deviation Request	MAPID approval	Works Head	
7	CONSUMABLES, TOOLINGS, GAUGES, DIES & FIXTURES Inspection of Machine spares, consumables, toolings, gauges, dies & fixtures is carried out or arranged by indentor from respective departments on the basis of requirements specified by them. If found OK / NG , MRN is verified and sent to Purchase, Finance through store by concerned deptt. head.	MRN	Approved MRN	Concerned Department Heads	
8	Identify the inspection status on the checked item with identification tag.	Inspection Report	Inspection Tag	Resp. Dept. Associate	

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Srl.	Activity	Input	Output	Responsibility
	<u>DIRECT CLEARING ITEMS</u>			
9	A list of items prepared by factory control in consultation with various departments, approved by Works Head is maintained by Stores. All items appearing in this list shall be inspected and approved for use by Stores directly.	List of Direct Clearing items	Approved MRN	Head Factory Control
10	If any material is found Non-conforming, the same is handled as per Procedure for control of Non-conforming products. Direct delivery product received from supplier controlled as per direct on line check system	Inspection Report	Disposal	Concerned Department Heads
	<u>SUPPLIER PERFORMANCE MONITORING</u>			
11	Supplier ppm target for current year (as a quality goal) to be made based on previous year analysis. and make supplier improvement plan for worst 3 suppliers Action taken in supplier improvement plan shall be evaluated and approved at planned intervals and appropriate action needs to be take after advice from evaluator if required	Last year analysis	Supplier ppm target / Supplier improvement plan	Associate RQA
	Examine the Supplier Performance Rating and take action in case of supplier performance rating is unsatisfactory (D grade) as per work instruction for supplier performance rating & update list of approved suppliers accordingly.	Work Inst. For Supplier Perf. rating	Supplier Performance Rating & List of Approved Suppliers	Head Purchase Head QA
11a	Tracking Sheet format modified with three sample lots to be taken for effectiveness monitoring	Monitoring report	ISF-QA-030	Associate RQA
12	Prepare a Supplier Audit Plan for audit at supplier end. as per below criteria :- Grading as per supplier rating A & B = Once /Year C = Twice / Year D = as per sr. no. 11 Critical parts are those parts which are manufactured through Heat treatment process , HS marks on part drawing In case of critical parts - Supplier QAV audit needs to be done on yearly basis. Supplier QAV plan to be verified by Mgr RQA on monthly basis MAP-ID Sub supplier audit done by MAP-ID supplier & MAP-ID supplier submit audit report to MAP-ID purchase on requirement	Supplier Performance Rating Supplier Audit Plan Sub Supplier Audit Plan Sub Supplier Performance Rating	Supplier Audit Plan Supplier Audit report verified supplier audit plan Sub Supplier Audit Plan	Associate - Purchase Head QA Associate -RQA Supplier - Purchase
13	Evaluate the supplier Quality system level in terms of closeness to IATF 16949 standards. Improvements plan required from suppliers who are not able to achieve the target PPM .	Supplier system level	Plan for supplier improvement	Head- Purchase/ Head- QA
14	Conduct the audit at supplier end as per Supplier Audit Plan. During audits the progress in terms of quality system development as per plan is also monitored	Supplier Audit Plan	Supplier Audit report	Associate - QA/ Purchase