WORK INSTRUCTION-RECEIPT INSPECTION

GENERAL

1. Check the log book and board for any specific instruction at the start of the shift.
2. Maintain 5S by properly keeping the part, document or any item on its specified location.
3. Fill the instrument audit sheet after checking the instrument.
4. Place your approved inspection reports in the respective part file.
5. Put the NG components in their respective lot along with the tag after daily report submission.
6. Always look for any specific instruction i.e. one point lesson or some else given for checking of component or regarding some other activity.
7. Regularly update the supplier lot details and the line rejection details in the soft copy.
8. Layout inspection should done as per plan. The individual person should ensure that the layout of the part is complete in all respect & none of the dimension is pending.
9. Handling of segregation form is the responsibility of individual concern who has verified the parts.

DURING INSPECTION

1. See the urgent inspection note & MRN status file for the inspection of material. The preference for inspection to be given as. a) Urgent parts which is short in urgent inspection note to be checked first. b) Imported part should be checked with in 1 day of receiving of its MRN. c) Material from the oldest pending MRN to be checked to maintain FIRST IN FIRST OUT.
2. If any part is urgent & its MRN is not received than it is to be checked on priority & keep the inspection report in the MRN file at top.
3. If no MRN is pending for inspection than any part pending for inspection but its MRN is not created is to be checked.
4. The inspection report to be made as per sampling plan of different parts.
5. The inspection report should be complete & every detail to be filled up & it should be duly signed by concerned individual.
6. The inspection report should be kept along with its MRN after completing the inspection. If the part is send to standard room than it’s the concerned person responsibility to file it along with the MRN after its arrival from standard room.
7. The NG component observed during inspection should be kept in the red bin after red paint marking, proper tagging & giving details on it.
8. The instrument to be taken from the specified places & to be at its designated location only.
9. The daily report should be filled just after completing the inspection of the specific part. It should not be filled at one time.
10. The inspection/other activity time should be filled just after completing the inspection /activity.
11. In case of any deviation from normal Packing standard of any component, report it in the inspection report.
12. Urgent Release Note of any part to be given only after: a) Its dimension & Metallurgy is Ok. B) Component Dimensional & Metallurgical Report & Mill TC (if required) from vendor is available.

MRN HANDLING

1. Receive the MRN which is complete in all respect i.e. it should have a) Signature of FC people on prepared by. b) Vendor Dimensional & Metallurgy Inspection report of the part in it. c) MRN should have mill TC along with it if there is a change in heat no.
2. If there is any deviation of FC checked date & MRN received date than please write the receiving date on the MRN before receiving it.
3. After receiving the MRN, sign on receiving column of store MRN register.
4. Put the MRN no. On dimensional & metallurgical report & keep it in the respective file.
5. Enter the MRN details on the MRN register.
6. After approval of MRN return it to Factory Control.
7. Before returning the MRN ensure. a) In case of rejection or segregation of any part the copy of inspection report for that part should be attached along with the MRN. b) The acceptance or rejection tag should be identified.
8. The MRN along with the inspection report of segregated or rejected part should be returned to store after signing the returning column of MRN register.
9. If the MRN is older by more than 4days i.e. the difference of that particular day & the FC checked date is more than 4 then please handover the MRN to DM-QA clearly stating the dimensional & metallurgy on it.