**Satellite Facilities**

**INCOMING PARTS AND MATERIALS INSPECTION**

Kings Avionics, Inc. parts inspectors shall inspect all incoming parts and materials for the proper documentation, identification, traceability, and from the same lot or batch number if applicable, acceptable quality, conformity to a specification, shelf life, contamination, shipping damage, and state of preservation. The incoming parts received will be stamped “Received/Inspected” on the shipping documents, signed by authorized individual, and noted to where the part will be place. The shipping documents will be placed into electronic records and emailed to the parts department for storage.

Parts that appear un-serviceable may be returned to the vendor, based upon the incoming inspection. Obligated parts will be tagged with “Locator/Status” tag (KA-11) for immediate use by requesting technician. Any remaining parts will be categorized and placed into inventory. Items received from contracted facilities will be inspected as described above. Suspected Unapproved Parts will be segregated in a special holding area designated by the QA Manager awaiting disposition. Detailed procedures for Suspected Unapproved Parts are found in the Detailed Procedures Manual. ESDS procedures shall be complied with as described in the Detailed Procedures Manual.

Detailed procedures for receiving parts are found in the Detailed Procedures Manual. Appropriate inspectors are required to be familiar with the contents of those procedures.