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| Instruction:  **QP-116** | Pages: **3** |
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| Authorized By: **Purchasing Supervisor** | |

**CUSTOMER CONSIGNED MATERIAL CONTROL**

1. Purpose and Scope

**PURPOSE**

To ensure the protection of and establishment for a system of accountability regarding customer consigned material

**SCOPE**

This procedure applies to all parts, materials, and returnable shipping containers supplied by our customers.

1. Definitions

**Customer Supplied Product**: Material, part(s), assembly, returnable containers provided by a customer and used in product realization, per customer contract. The

customer retains ownership of all such material.

1. Process Owners

**Shipping Supervisor**

**Process Designee: Receiving Personnel**

**Service Department Lead Person**

**Material Handler**

**Receiving Quality Assurance Technician**

**Project Engineer**

**4. Procedures**

**4.1 Shipping Supervisor**

**Returnable Container Procedure**

The Shipping Supervisor establishes and maintains documented procedures for verification, storage and maintenance of customer returnable containers.

**Monitoring of Returnable Containers**

The Service Dept. will maintain inventory of customer owned returnable containers.

The service supervisor shall notify the Production Control when damaged returnable containers are going to be returned and this will be added to the “Bill of Lading” and entered into computer.

**4.2 Receiving Personnel**

**Customer Returnable Containers/Supplied Parts**

The Receiving Clerk receives customer supplied parts and containers and forwards packing slips, included in packaging, to the Service Department Lead Person, for entry.

**4.3 Material Handler**

**Monitoring Material Control**

Returnable containers are reviewed visually to detect any damage. If damage is present, the Shipping Supervisor will be notified and the containers will be moved to appropriate storage. Customer supplied materials and parts shall be moved to Receiving Inspection.

**4.4 Receiving Q.A. Tech**

**Inspects Material**

The Receiving Q.A. Tech receives parts/components, using the receiving inspection checklist, and takes appropriate corrective action, in cases of non-conformance and material damage. If damage is present, the Quality Assurance Manager will be notified. The Q.A. Manager will contact the customer and negotiate an appropriate settlement. Non-conforming material will be incorporated into current inventories and maintained according to similar control procedures, as those used for non-conforming material, owned by E.C.S.

**4.5 Project Engineer**

**Customer Owned Tooling**

The Chief Engineer assigns an identification number to the customer owned tooling, corresponding to the job, for which the tool is being used. All tooling numbers can be located in the Engineering Department’s quote folder Tooling Log. Tooling is stored and maintained in accordance with similar control procedures, as those used for material, owned by E.C.S.

**5 References**

**5.1 Related Procedure**

Inspection and Testing QP-122

Nonconforming Material Control QP-126

**5.2 Reference Documents**

**None**

**6. Records**

Bill of Lading NP00265ACT Retain for 2 years min.

Product Receival Form NP04772SHI Retain for 1 year min.

Receiving Inspection Checklist INSP-147 Retain life of job + 1 yr min.

**7. Revisions of QP-116**

Rev. 1: 9/25/2019: changed Sec. 3 and Sec. 4.1 Production Control Manager title to Shipping Supervisor Also Sec. 4.1 removed ‘Production Control Manager’ from the ‘Monitoring of Returnable containers’ paragraph.