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		Operating Procedure: Dock Receipt of Material	
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1.0 Purpose:

- 1.1 This procedure has been developed to identify and maintain process controls for the Dock Receipt of material.

2.0 Scope:


- 2.1 This operating procedure applies to the Commercial Business Units (AAR Aircraft Turbine Center, AAR Allen Asset Management and AAR Distribution) at the Wood Dale, IL facility.

3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the implementation and maintenance of this procedure is assigned to the Vice President of Corporate Quality and Business Systems Compliance and the respective Operations Managers for AAR Supply Chain, Inc.
- 3.2 Product Line Managers and Buyers are responsible for acquiring the necessary information to verify the identification of product and its associated traceable paperwork prior to conducting any processing.
- 3.3 The AAR Operations Managers are responsible for ensuring the dock receipt of material is carried out in accordance with this Procedure.

4.0 Forms and References:

- 4.1 This Operating Procedure is intended to work in conjunction with the following Accounting, Product Line, Order Management, Warehouse and QC Operating Procedures, Process Flow Charts, BMS Forms:
 - 4.1.1 ASC OP-07.1.3 - Powered Industrial Truck
 - 4.1.2 ASC-WDL-PFC-4.8-1 - Receiving - Commercial & Defense
 - 4.1.3 ASC-WDL-PFC-4.8-4 - HAZMAT, ESD, Shelf-Life Program and AD Processes (H.E.S.A)
 - 4.1.4 ATA Specification 300
 - 4.1.5 OP-07.5 - Control of Documents and Records
 - 4.1.6 OP-08.4.2 - Product Configuration Management and Verification of Purchased Product
 - 4.1.7 OP-08.5.2 - Identification and Traceability
 - 4.1.8 OP-08.5.3 - Customer Property or Property Belonging to External Providers (Consignment, Repair Management & Government Property)
 - 4.1.9 OP-08.5.5 - Foreign Object Debris Prevention Program
 - 4.1.10 OP-08.7 - Control of Nonconforming Product Suspect Unapproved Parts and Counterfeit Parts
 - 4.1.11 OP-08.7.2 - Handling of Electro-Static Discharge (ESD) Sensitive Components

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5.0 Procedure:

5.1 Dock Receipt Freight / Carrier Acceptance

- 5.1.1 Prior to delivery, product shall be identified in the applicable ERP system as either a purchase order, repair order, stock transfer, Return (RMR), Teardown, or Customer Supplied Material / Consignment in the applicable ERP system.
- 5.1.2 Material that cannot be identified will be moved to a holding area for future processing.
- 5.1.3 Receiving personnel will meet the freight carrier at the dock and unload the product from the truck. Personnel shall verify the Airway Bill (AWB) and ship to address. Any damage identified or package shortages will be written on the bill of lading / delivery receipt and signed notating the number of packages / pallets delivered.
- 5.1.4 Severely damaged shipments or shipments that appear to have been miss-shipped to the facility may be refused at the loading dock during freight carrier receipt and inspection.
- 5.1.5 Personnel will follow the operating procedures in ASC OP-07.1.3 - Powered Industrial Truck for product that requires the use of a forklift / powered industrial truck to move/retrieve.

5.2 HAZMAT


- 5.2.1 HAZMAT shipments should have the appropriate shipping labels and declarations provided by the shipper. Any packages received displaying HAZMAT placarding can be dock received unless it is damaged or leaking.
- 5.2.2 Shipments that are suspected of not being declared as HAZMAT, or shipments that appear to be damaged, or leaking, shall be reported to the Operations or Safety Manager in accordance with ASC-WDL-PFC-4.8-4 HAZMAT, ESD, Shelf-Life Program and AD Processes (H.E.S.A).

5.3 Product Quality Deficiency Report (PQDR)

- 5.3.1 Packages inadvertently delivered/received identified as a Product Quality Deficiency Report (PQDR) shall not be opened and will be routed to the applicable Quality Department to process in accordance with ASC-WDL-PFC-4.8-11 - PQDR.

5.4 ESD

- 5.4.1 Electrostatic Discharge (ESD) sensitive devices should be identified with an ESD label affixed to the package for handling purposes by the shipper. ESD items, protected in shielding bags can be safely handled so long as the shield bag remains closed. ESD bags shall not be opened. Product not in static shield bags must not be handled unless this process is accomplished at an ESD station.
- 5.4.2 Electronic parts with ESD protective caps installed over the connector pins shall not be handled outside of an ESD safe work area and must be placed in static shielding/dissipative bags in accordance with the latest revision of ATA Specification 300.

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5.4.3 Products that appear to be ESD sensitive that are received or discovered not in appropriate packaging shall be rejected IAW OP-08.5.4 - Perseveration of Product, Infrastructure & Work Environment.

5.5 Nonconforming Material

5.5.1 Product that cannot be identified, or other nonconforming issues (damage, shortages / overages, etc.) shall have an NCR written in accordance with ASC-WDL-4.13.7 - Nonconforming Report (NCR) – Commercial Receiving Inspection to document the nonconformity.

5.5.2 All nonconforming products shall be physically segregated or if applicable segregated through the applicable ERP system to preclude its inadvertent use in accordance with OP-08.7 - Control of Nonconforming Product Suspect Unapproved Parts and Counterfeit Parts.

5.6 Dock Receipt Processing

5.6.1 If all checks are satisfactory, receiving personnel will move the product to the designated pre-inspection holding area(s) to await further processing.


5.6.2 The dock receiving areas shall be free of debris (FOD) to prevent contamination to the parts or assemblies in accordance with OP-08.5.4 Perseveration of Product, infrastructure & Work Environment, and OP-08.5.5 - Foreign Object Debris Prevention Program.

5.6.3 Personnel will review the Packing List and Certificate of Conformance if applicable to determine if they are for a Purchase Order, Repair Order, Stock Transfer, Return (RMR), Teardown, or Customer Supplied Material / Consignment.

5.6.4 The contents of the packages shall be inspected for damage or shortage / overage. For Original Equipment Manufacturer (OEM) Sealed packages the label quantity will be used for quantity verification.

5.6.5 If there are no discrepancies between the information listed on the Packing Slip and order information in IMOPS / IFS. Receiving personnel shall log the receipt of product in the applicable ERP system.

5.6.6 A receipt tag will be printed and placed on the packaging / box, or the product labeled as applicable. Product will be moved to the designated Quality Control (QC) holding area(s) to await further processing in accordance with ASC-WDL-PFC-4.8-1 - Receiving - Commercial & Defense.

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6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
27/OCT/2021	Original	All	Initial issuance.	C. Anderson