

**1. Technical Material Reception (Logistic)**

All materials, parts and other consumables that are received by Logistic team that are tagged for Technical Material Reception according the **WI 09 1 20 01 - Technical Reception - Matrix**

2. Condition Evaluation (Logistic)

During the logistic process of receiving the materials, a generic physical inspection must be done (Ex: Damages, lack of ID, Corrosion, etc.)

If any of this issues is detected, the one performing the analysis should immediately identify and report the anomaly to the Quality team, and move the material for quarantine warehouse for future evaluation.

3. Evaluation Result? (Quality/Logistic)

If the quality team declares that it is possible to use the part under specific conditions that do not affect the final product integrity, the parts should be transferred to general warehouse and create a specific information for use under condition in the shopfloor.

If the part is not able to be used under any condition, it must be officially reported to the supplier for future resolution and immediately segregated in house.

4. Quantity/deadline of delivery (Logistic)

The logistic team must evaluate according to each product, if the quantity is OK and if they were delivered on the correct deadlines.

If one of these conditions was not respected, an official report must be addressed to the supplier for future resolution, and the product can be moved to the warehouse and used without restrictions.

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Macro Process: Logistics 09 - Incoming
Process: 09 1 - Incoming
Procedure: P 09 1 20 - Technical Material Reception

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