



GRANT WALKER

ENGINEERING

GOODS INWARDS INSPECTION

Document No: QAP009

Revision: A

Author: Quality Services

Approval:

Date: 01/05/17

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Summary

To ensure that the quality of products and materials received to site in support of contract requirements is verified where applicable.

Responsibility:

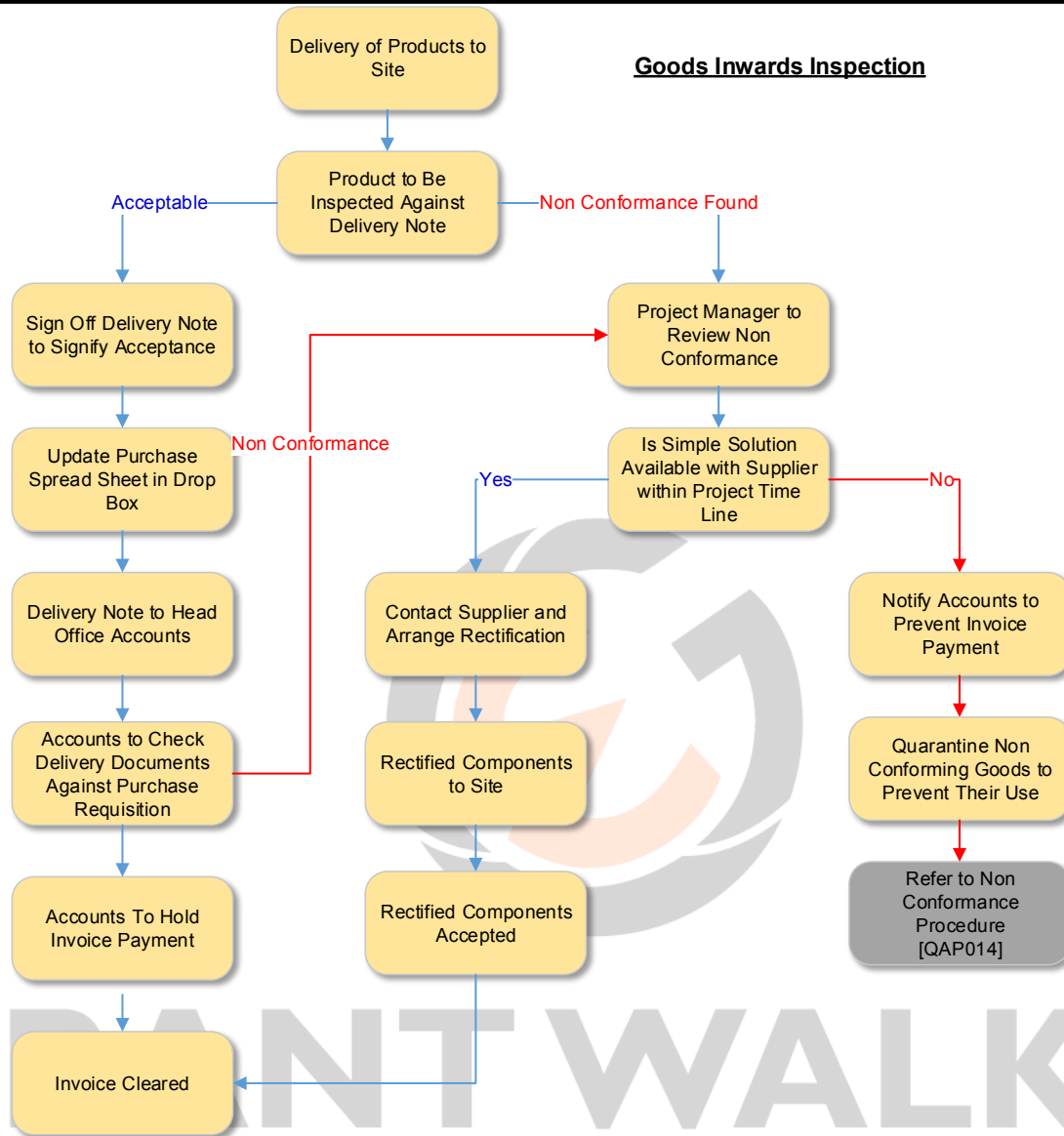
The Project Manager in conjunction with site employees shall be responsible for compliance with the requirements of this procedure and the resolution of any queries that may arise.

Procedure:

1. On receipt of products or components in response to an agreed requisition, whose quality needs verification, they shall be placed into quarantine or identified by means of a label, to prevent their use prior to inspection clearance. Any carriers documentation shall be signed off "Goods Received Uninspected" to allow release of carrier.
2. If the products are required for immediate use without the benefit of inspection, agreement shall be obtained from the Project Manager, who will arrange their clearance at a suitable point during use.
4. All incoming products and materials shall be checked against the incoming delivery documents.
5. If any non-conformance is found during incoming inspection, it shall be recorded on the incoming delivery documentation. The non conforming goods will be identified with respect to the perceived non conformance and placed in Quarantine and the Project Manager notified.
6. The Project Manager shall discuss the non conformance with the supply source regarding a solution with minimal effect on the project timeline.
7. If this is not possible actions as detailed in QAP014 [Non Conformance Procedure] shall be undertaken.
8. Following clearance of incoming goods, the delivery note shall be signed off and the purchase ledger within drop box updated to signify acceptance.
9. The delivery documents shall be forwarded to the accounts department who will cross reference them against the purchase requisition to ensure compliance. Any anomalies shall be referred to the Project Manager for resolution.
10. All goods inwards inspections shall be in accordance with the attached process flow chart.

Records:

Records of incoming inspection clearance shall be maintained within the Project Management System in Drop Box.



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