



## QMS PROCEDURE

### 8.5.1 Control of Product & Service Provision

#### Scope

This procedure sets out the actions to be taken with materials, which are either incoming goods, or being supplied for customers' requirements, when a J & E Hall Internationals Certificate of Conformity, has been requested.

This procedure does not include material subject to a customer complaint report.

Where appropriate the actions required are further noted in working instructions.

#### 1. Inspection Categories

- A. Proprietary material from a non-qualified certified supplier.
- B. Components manufactured to J & E Hall Internationals issued drawings and technical specifications.
- C. Material received damaged.
- D. Material received where a previous quality problem has been highlighted.

**NOTE: All other Material has been purchased from a "STATUS A" quality certified source, and as such is deemed to be acceptable.**

#### 2. Inspection Levels

The depth of inspection to be applied will be indicated on the Required Inspection List held by the Warehouse as the supplier evaluation level and will be as follows:

- LEVEL 1: 10 % of the batch quantity
- LEVEL 2: 20% of the batch quantity
- LEVEL 3: 100% of the batch quantity
- LEVEL 4: Random inspection

Final Inspection --- Random inspection

#### 3. Inspection Techniques

The material shall be inspected for all features using the following techniques as applicable:

**VISUAL EXAMINATION** To identify damage, incorrect finish etc. and is to be used to verify propriety items.

**MEASUREMENT** This shall determine the compliance with drawings and specifications.

**NOTE: Supplementary inspection, as required at sub-contractors premises or "in-house".**

#### 4. Material accepted

When the material is found to be acceptable, the inspector will sign and date the goods received note.

#### 5. Material not accepted

Unacceptable material, the inspection will carry out the actions in accordance with the supplier non-conformity procedure. After marking goods received note in red with the quantity rejected.

#### 6. Records

Delivery Notes either stamped or endorsed with the name and signature of Inspector.