**FQM LIMITED**

**Work Order Processing**

**1.0 RESPONSIBILITY**

All consumable materials to successfully progress a job will be drawn from stores by completion of the Daily Stores Sheets (xx-F-025). Stock plate material (external storage) will be drawn by tradesmen from stock and noted on Daily Store Sheets.

Charge-hands/

Tradesmen

Managers will raise Internal Stores Requisitions (xx-F-024) to order goods and/or services directly from the Suppliers. These will reference the Job No and description in every case. The ISR sheets are then passed to the Senior Storeman who raises a Purchase Order (xx-F-016) in confirmation. The PO number is recorded on the ISR, one copy of which is retained by the Senior Storeman, a second copy of the PO is passed to admin for allocation against the job costs. Detailed requirements in Quality Manual (xx-D-01) Section 8.7

Managers

Purchase Order raised items delivered to stores are subject to goods in procedure (QA-P-06). On acceptance the delivery note is signed and passed to admin to match with PO. If unsuitable or defective goods are received Quality Representative will be informed and Non-conformance (xx-F-005) raised if applicable and record retained.

Storeman

For any customer supplied items delivery notes will be issued to Client on arrival also for any items considered to be Special request buy ins eg White goods, copy of del note will be issued to Client.

Storeman

For fabrication work where hold points are required (Client request) IT&P (xx-F-014) will be prepared, Formen/Chargehands will inform QC Inspector when hold point has been reached and is ready for inspection. Procedure for In process and final inspection/release (xx-P-07) will be followed.

Foremen/

Charge-hands

For all other work task completion will be checked by Foremen/Chargehands, where applicable Client Representative or Ships Crew, then reported to Operations Manager

Foremen/

Charge-hands

Operations Production Detail Cards (pink copy xx-F-012) will be passed to admin to close. Closed job details; Plant, Purchase Orders, Timesheets & Consumables will be checked by Operations or relevant Manager, costed and returned to admin for invoice. Operations Production Detail Card will be stamped ‘Checked’ and filed with job details & invoice.

Operations Manager

On completion for **Level 1,2 & 3** jobs the requisite material certs, QA reports NDT certs and inspection release etc. are assembled. See xx-P-05 for details. These certificates are compiled into a documentation package under cover of a COC and despatched to the client.

**Level 4** when completed production detail cards signed are passed to admin for invoicing.

Quality Representative