**FQM LIMITED**

**xx-P-006**

**Goods In & Customer Supplied Product**

1. **PURPOSE**
   1. To define the procedure to be applied to goods inwards and materials supplied by the customer for inclusion in the final product.
2. **RESPONSIBILITY**
   1. The Storeman is responsible for ensuring that:

a) All materials requiring traceability are clearly identifiable against the contract for which they were purchased.

1. All materials and equipment delivered to site is inspected and where necessary tested.
   1. The QA Co-ordinator is responsible for ensuring the resolution of any corrective actions arising from inspection and testing.
2. **PROCEDURE**
   1. On delivery of goods, the Storeman or delegate shall offload them to the quarantine area.
   2. The Storeman or delegate shall inspect the goods for conformance with the Purchase Order, delivery notes and certificates. As a minimum, this shall include :-
3. Identification – cast/heat numbers
4. Material grades
5. Quantity
6. Dimensions
7. Damage and Deterioration
8. Any preservation requirements
9. Overage / shortage
   1. Certification will be passed to the QA Co-ordinator or delegate who will allocate each item with a unique Material Record Certificate (MRC) number taken from the MRC Register. The MRC number shall be written onto the certificates provided and filed.
   2. Acceptable items shall be marked with the MRC number and the job number or stock code as applicable. The material shall then be released to the allotted storage area.
   3. Where no MRC is required goods to be inspected and stored in appropriate section in storeroom.
   4. The delivery note shall be attached to the Purchase Order (QA-F-016) and passed to Administration for processing.
   5. Items which fail goods inwards inspection shall be identified as non-conforming and held in quarantine. The Storeman shall inform the QA Co-ordinator, or delegate, who shall raise a Corrective Action Request (QA-F-005) for further processing as detailed in our Control of Non-Conforming Product/Service Procedure (QA Manual QA-D-01 Section 8.17)
   6. On receipt of customer supplied product, the Storeman shall implement item 3.1 to 3.5. The customer will be informed of the arrival and delivery note passed to them for quality checks.
   7. All conforming items shall be marked with the unique Material Record Control (MRC) number, also the customer name, vessel name if applicable customer. The relevant job number shall also be marked on the items.
   8. The QA Co-ordinator or delegate shall then enter the following information into the MRC Register:
10. MRC number
11. Description of material
12. Quantity
13. Cast / Heat number
14. Grade
15. Specification
16. Purchase Order / ISR number
17. Job number
18. Source of supply
19. Advice note number
    1. The MRC No shall be written onto the certification and filed, ready for processing on job completion.
    2. The customer supplied product shall be stored in a segregated area until required.
    3. All non-conforming items shall be dealt with in accordance with our Control of Non-Conforming Outputs Procedure; see QA Manual (QA-D-01) Section 8.17.
    4. Corrective actions arising from non-conforming product will be processed in accordance with our Corrective Action Procedure; see QA Manual (QA-D-01) Section 10.2.