



WORK INSTRUCTION

INCOMING RECEIVING TYPICAL FUNCTIONAL FLOW

REVISION: 02

PROCEDURE NO.: WI-8.2.4.53

DATE EFFECTIVE: 04/01/19

	Operation Description	Documentation Clarifying Characteristics (as applicable for each operation)	Monitoring & Measurement Activities	Monitoring & Measurement Records/Check Lists
1	Acceptance of Product at Dock	Freight Bill Copy, Bill of Lading or Packing List	<ul style="list-style-type: none"> ▪ Visual inspection to determine condition and number of skids, cartons, etc. 	Freight Bill Copy, Bill of Lading or Packing List signed off to indicate completion
2	Receipt Logging	Freight Bill Copy, Bill of Lading or Packing List	<ul style="list-style-type: none"> ▪ Receipt data entered into computer system ▪ Stock Room Internal copy of purchase order generated 	Data entered as required Documents stamped as "RECEIVED" indicate completion Incoming QC Inspection Log Entry
3a	MRO Items (Maintenance, Repair, Operations) Items	Corresponding Documents as Processed within "Step 2" Above	<ul style="list-style-type: none"> ▪ MRO items received and stored 	Documents stamped as "RECEIVED" indicate completion
3b	All Other Items* Incoming QC (Quality Control) Inspection *Except Reduced Inspection Items	Corresponding Documents as Processed within "Step 2" Above	<ul style="list-style-type: none"> ▪ Inspected per appropriate procedures ▪ Use Incoming / receiving inspection sampling plan (AQL 4.0) General Inspection Level I See Table 1 	Documents stamped as "APPROVED BY" and / or "REJECTED BY" indicate completion of the Incoming QC Inspection process Approved materials passed along to Stock Room personnel Non-conforming materials held by Incoming QC for disposition
3c	Reduced Inspection Items- Items with history of low risk non-conformance	Corresponding Documents as Processed within "Step 2" Above	<ul style="list-style-type: none"> ▪ Receipt data entered into computer system ▪ Stock Room internal copy of purchase order generated ▪ Inspected visually present of parts 	Documents stamped as "APPROVED BY" and / or "REJECTED BY" indicate completion of the Incoming QC Inspection process Approved materials passed along to Stock Room personnel Non-conforming materials held by Incoming QC for disposition



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4	Storage of Inspected Items	Corresponding Documents as Processed within "Step 3b" Above	<ul style="list-style-type: none"> ▪ Parts counted ▪ Parts re-packaged (if applicable) ▪ Parts labeled / tagged ▪ Inspected items received into location and stored ▪ 	Documents stamped as "RECEIVED" indicate completion
5	Purchasing Review of Receiving Documents	Relevant Documents as Processed within "Step 3a" and "Step 4" Above	<ul style="list-style-type: none"> ▪ Packing List reviewed for comparison of quantity shipped versus quantity received ▪ 	Review of documents completed by Purchasing Quantity discrepancy resolved
6	Accounting Match of Receiving Documents	Relevant Documents as Processed within "Step 5" Above	<ul style="list-style-type: none"> ▪ Per Accounts Payable Protocol 	Per Accounts Payable protocol. Invoice processed concludes incoming receiving activities



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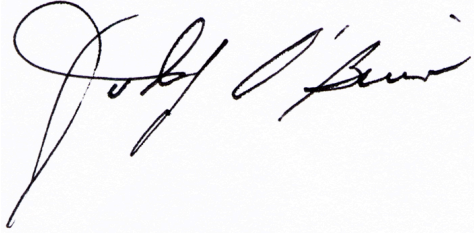

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REVISION HISTORY

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	05/01/14	All	Initial release
01	04/24/18	3b	AQL 4.0 Sampling Plans (Table 1)
02	04/01/19	3c	Added Section 3c, Reduced Inspection Items

AUTHORIZATION

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Senior Commodities Buyer	Judy O'Brien	
Director of Engineering:	Samir Patel	



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INCOMING / RECEIVING INSPECTION SAMPLING PLANS (AQL 4.0) Table 1

SAMPLE SIZE CODE LETTERS							
Lot or batch size	General inspection levels			Special inspection levels			
	I	II	III	S-1	S-2	S-3	S-4
2 to 8	A	A	B	A	A	A	A
9 to 15	A	B	C	A	A	A	A
16 to 25	B	C	D	A	A	B	B
26 to 50	C	D	E	A	B	B	C
51 to 90	C	E	F	B	B	C	C
91 to 150	D	F	G	B	B	C	D
151 to 280	E	G	H	B	C	D	E
281 to 500	F	H	J	B	C	D	E
501 to 1200	G	J	K	C	C	E	F
1201 to 3200	H	K	L	C	D	E	G
3201 to 10000	J	L	M	C	D	F	G
10001 to 35000	K	M	N	C	D	F	H
35001 to 150000	L	N	P	D	E	G	J
150001 to 500000	M	P	Q	D	E	G	J
500001 and over	N	Q	R	D	E	H	K

SINGLE SAMPLING PLANS FOR NORMAL INSPECTION													
Sample size code letter	Sample size code	Acceptance Quality Limits (Normal Inspection)											
		0.065	0.1	0.15	0.25	0.4	0.65	1.0	1.5	2.5	4	6.5	
		Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re
A	2												0 1
B	3												0 1
C	5												0 1
D	8												1 2
E	13												2 3
F	20												3 4
G	32												5 6
H	50												7 8
J	80												10 11
K	125												14 15
L	200	0 1											21 22
M	315												21 22
N	500												21 22
P	800	1 2											21 22
Q	1250	2 3											21 22
R	2000	3 4											21 22