

RECEIVING INSPECTION PROCEDURE

1.0 PURPOSE

To establish a uniform method for the control and inspection of purchased items.

2.0 SCOPE

This procedure applies to Eaton programs when referenced in the applicable Program Quality Assurance Plan. In determining the amount and nature of receiving inspection, consideration shall be given to the amount of control exercised at the subcontractor's premises and the recorded evidence of conformance provided.

3.0 APPLICABLE DOCUMENTS

ARG-30005	Inspection Report
ARG-21004	Vendor Receiving Inspection Standard Operating Practice (SOP)
ARG-2732	Characteristic Inspection Record
ARG-2757	Standard Operating Practice (SOP)
ARG-23456	Nonconformance Report (NCR)
QCP 5.4	Source Inspection
QCP 13.0	Control of Quality Records
QCP 15.1	Acceptance Sampling Inspection
SOP 52-10-005.0-00-006	Requirements for Saw Cutting, Heat Treating and Receiving Inspection Operations
SOP 52-10-005.2-00-004	Single Supplier Procurement
SOP 52-10-005.3-00-001	Identification of Inspected Items
SOP 52-10-005.3-00-003	Receiving Inspection Report Completion Instruction.
SOP 52-10-005.3-00-004	Material Testing and Acceptance Procedure
SOP 52-10-005.3-00-005	Casting / Forging Receiving Inspection Procedure.
SOP 52-10-005.3-00-006	Drop Shipped Parts and Foreign Receipts
SOP 52-10-005.3-00-007	Consignment Inventory Procedure for Assembly Personnel

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Revisions
- AG 10/05/15 Revisions complete

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SOP 52-10-011.0-00-011 [Nonconformance Report Processing & User Instructions](#)

SOP 52-08-0000-00-041 [Surplus Material, New Receiving Inspection](#)

4.0 THE RECEIVING DOCK SHALL:

4.1 Bar Stock Material will be handled in accordance with SOP 52-10-005.0-00-006 “Requirements for Saw Cutting, Heat Treating and Receiving Inspection Operations”.

4.2 Test material or any parts received

4.2.1 Receive the shipment from the carrier.

4.2.2 Confirm the following:

- Check shipping documents to verify the number of containers.
- Check containers or material for obvious damage or contamination. Obtain concurrence of damage or contamination when applicable from truck driver.
- In the event that material is damaged in shipment to Eaton, the Traffic Department will work out the liability and insurance arrangements with the carrier. Purchasing will be notified immediately of this condition. Purchasing will in turn notify the quality Department.
- Verify items listed on the packing slip are included in the shipment, discrepancies will be noted the receiver.
- If evidence of Government Source Inspection (GSI) is present on packing slip, a copy of the GSI paperwork will be distributed to materials acceptance.
- Release material for delivery to location designated on purchase order per line item pending acceptance.

4.3 The Production Control Group shall:

- Move the Eaton material to the proper crib;
- Review the Inspection Report (I.R.) form ARG 30005 to determine whether inspection is required.
- Forward the material and paperwork to Receiving Inspection, as applicable;
- Arrange to return rejected material to the supplier.
- Move material to stock or further processing as applicable when acceptance is granted by Receiving Inspection.
- Stock and/or further process certified supplier/source inspected material that has the appropriate quality stamps/signatures.

4.4 The Receiving Inspection Group / Quality shall:

- Maintain a file of drawings, Characteristic Inspection Records (CIR) as applicable, Inspection Report (IR) and SOP's as required;
- Monitor gages to assure that only properly calibrated gages are in use.
- Maintain physical separation among; articles awaiting inspection or test results, articles conforming to Purchase Order requirements, articles rejected or held because of nonconformance.
- Receive the material and paperwork from the Production Control Group, castings from shipping dock.
- For castings and forgings inspection shall be performed in accordance with Casting / Forging Receiving Inspection Procedure SOP 52-10-005.3-00-005.
- Perform inspection in accordance with the requirements of paragraphs 5.0 and 6.0.
- Review source inspection data for any receiving inspection instructions according to QCP 5.4 and Casting/Forging Receiving Inspection SOP 52-10-005.3-00-005.
- Disposition conforming material and source inspected material as acceptable and move to the stock room;
- Identify inspection status of inspected material as indicated in SOP 52-10-005.3-00-001;
- Record information required to complete the Inspection reports in compliance with paragraph 8.0 and distribute in accordance with paragraph 8.3;
- Sign off IR and CIR card when applicable indicating inspection results after inspection is complete.
- Document nonconforming material on Form ARG-23456, Nonconformance Report in accordance with SOP 52-10-011.0-00-011.

- The Receiving Inspection Supervisor or a production control person will fill out I.R. per SOP 52-10-005.3-00-003 and perform transaction in the current ERP System to move items into a transit location which indicates that materials are acceptable.
- Forward the accepted parts and move rejected parts to MRB area, except castings.
- Maintain file for First Article Status sheets on share drive.
- Maintain the consignment inventory shipping manifests. In accordance with SOP 52-10-00-5.3-00-007. (When consignment material is shipped to Eaton, a shipping manifest follows by way of e-mail to Receiving Inspection. This document contains Eaton part number P.O. line, item number, bin number and the date of all items shipped.)

- 4.4.1 Source inspected material shall be processed in accordance with QCP 5.4 Source Inspection.
- 4.4.2 Drop shipped parts which will be sent to a vendor other than Eaton, will be handled in accordance with SOP 52-10-005.3-00-006 "Drop Shipped Parts and Foreign Receivals".
- 4.4.3 Surplus material received from Eaton's Retention or from an outside supplier are to be processed per SOP 52-08-0000-00-041, Surplus Material, New Receiving inspection.
- 4.5 The Materials Acceptance Function shall be performed in accordance with SOP 52-10-005.3-00-004.

5.0 PREPARATION FOR INSPECTION

- 5.1 Prior to inspection, the inspector must have the following documents, when
- Part drawing
 - Standard Operating Practice, form ARG-21004
 - Receiving Inspection Report, form ARG-30005
 - Characteristic Inspection Record (CIR), Form ARG 2732
 - Vendor Quality Requirements (VQR)

6.0 PROCEDURE

- 6.1 Inspection shall be performed in accordance with a Vendor Receiving Inspection SOP (Form ARG 21004) prepared in accordance with QCP 15.1 Acceptance Sampling Inspection.
- 6.1.1 Inspection shall be carried out in areas well lit meeting the brightest illumination requirement defined by our customers. The minimum white light illumination at the inspection surface shall be 100 foot candles. Fixed lighting in the inspection area shall be verified once a month by Service Cell personnel.
- 6.1.2 Production forgings or castings shall be inspected in accordance with the Casting Receiving Inspection SOP 52-10-005.3-00-005, which is created for each part number for which a Receiving Inspection will be performed.

6.2 Gages of like function and equal or better accuracy may be substituted for gages specified in SOP's.

If gages listed on SOP are not available Receiving Inspection supervisor may dictate an alternate gage.

When a third party service performs receiving inspection, alternate gages may be used when approved by Eaton Euclid Supplier Quality.

7.0 PURCHASED OPERATIONS

Receiving Inspection, if necessary, shall verify the dimensional requirements machined by the supplier, per form ARG-2757 (SOP).

7.1 When a part manufactured at Eaton has operations that are normally purchased, receiving inspection is performed by the manufacturing cell.

7.2 When an operations that is normally performed by a manufacturing cell must be purchased, the operation must be either purchased from a certified supplier or be source inspected.

7.3 In the event that Receiving Inspection or Source Inspection are not practical, an approved third party inspection service may be contracted to perform the inspection. Preparation requirements in section 5.0 will be provided by Eaton and Inspection will be performed in accordance with section 6.0.

8.0 DISPOSITION OF LOT

8.1 If no defects are found in inspection, Receiving Inspection Personnel shall release the entire lot to stock.

8.2 If one or more defects are found in the sample lot, Receiving Inspection Personnel shall release the acceptable samples to stock and forward the defective samples with the balance of the lot and ARG-23456, Nonconformance Report to MRB for disposition.

8.3 Receiving Inspection Personnel shall note that the lot is rejected based on one or more defects found in the sample regardless of the assigned AQL value.

8.4 A Nonconformance Report (NCR) Form ARG 23456 shall be initiated in accordance with SOP 52-10-11.0-00-011 – Nonconformance Report Processing & User Instructions, to document sample rejection and disposition of the balance of the lot.

8.5 Inspection of the balance of the lot is to be performed at Eaton or the supplier as directed by Supplier Quality or Production Control and documented on the Nonconformance Report.

9.0 RECEIVING INSPECTION RECORDS

9.1 Receiving Inspection Data, Materials Acceptance disposition of materials, and information pertinent to the control of purchased articles shall be entered on the Inspection Report, Form ARG-30005.

9.2 Receiving Inspection shall be responsible for maintaining records in accordance with QCP 13.0

9.3 The Inspection Report, ARG-30005, is filed in the Receiving Inspection files