Procedure: QP-10 BS EN ISO 9001:2008 Para 7.1 , 8.2.4.

INSPECTION AND TESTING

1. Incoming material that is to be used during production will be inspected by the stores for conformity to requirements and standards as stated on the Purchase Order or delivery note in the case of free issue material.
2. In order to ensure conformity with the client's stated requirements all inspections of ordered material will be examined for compliance with the purchase order to the supplier and noted in the welding consumables log sheet (form 21) and materials received sheet (form 7).

3. During production the level of inspection and test carried out will normally be determined by the requirements of contract or the regulatory documents. The minimum level of inspection will be such that all stages of production are monitored sufficiently to detect any non‑conformance that if left uncorrected would jeopardise associated items and cause the area of non‑conformance to spread.

4. Final inspection will determine the satisfactory performance of the manufactured product in order to satisfy the client's stated requirements and for compliance with relevant standards. Standard Company documentation will be used unless an alternative is specified by the client. Only when all relevant elements of the manufactured product or system have been tested, examined and found to be satisfactory will hand over to the client take place. The QC Department will be responsible for ensuring that all elements are complete, meet the stated requirements and can be handed over.

5. Any test or inspection documentation will form part of the Quality Records (Ref. QP‑15) and will be retained for a period of not less than one year or such time as designated by the Managing Director. These records will indicate the person who carried out the test or inspection and the details of any calibrated equipment used.

Related references QM10

 QP09

 QP12

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| --- | --- | --- | --- |
| Record | Filed | Retention | Responsibility |
| Test & Certification | Contract File | 10 years  | QC Department |
| Documentation/QC |  |  |  |
| Dossier |  |  |  |