



# **Procedure 03-8083-P01**

## **Part 2 of 2**

**(Ref: SECTION 13)**

**Inspection  
and  
Test Status**





## INSPECTION AND TEST STATUS

### 1.0 Purpose:

To describe methods of indicating that the required inspections and tests have been performed and that the acceptability of product or services is known at all times.

### 2.0 Scope:

This procedure applies to product status from initial Incoming Inspection through to Final Inspection and storage of product at Precision Metal Works Ltd.

### 3.0 References:

ASME III	Subsection NCA 4134.14
CAN/CSA-N285.0	Section 11
ISO 9001:2000	Section 7.5.3

### 4.0 Responsibilities:

#### 4.1 Quality Assurance Manager shall be responsible for:

- 4.1.1 The control and design of all quality status identifiers.
- 4.1.2 Ensuring provision is made to identify the inspection status of product at all times.
- 4.1.3 The controlled attachment and removal of status indicators.

#### 4.2 Quality Assurance Inspector shall be responsible for:

- 4.2.1 Ensuring the inspection status of product in control of the Inspection is known at all times.
- 4.2.2 Attaching and removing status indicators as required for products.
- 4.2.3 Ensuring Route Cards are signed and dated at the completion of their operation.

#### 4.3 Foreman (Machine Shop and Fabrication Shop) shall be responsible for:

- 4.3.1 Ensuring production personnel keep identification and status indicators with the product while in their possession.
- 4.3.2 That tags and other indicators removed for operational purposes are replaced when the operation is complete.
- 4.3.3 Ensuring Route Cards are signed and dated at the completion of their operation.



Procedure 03-8083-P01 Date: 01/2/04	Quality Procedure Inspection and Test Status	Page: 4 of 9 Revision: 1
--	---	-----------------------------

## 5.0 Procedure:

### 5.1 General Requirements:

- 5.1.1 Exhibits illustrated in this Procedure may not reflect the most current revision, but are for reference only.
- 5.1.2 Identification of inspection and test status is maintained as documented in procedures and/or work instructions throughout production and installation to ensure that only products that have passed the required inspection and tests are used, installed or shipped.
- 5.1.3 Inspection and Test status of items shall be indicated by the application of appropriately dated and initialed or signed forms, reports, tags, or physical location, which shall indicate the conformance or nonconformance of items with respect to inspections and tests performed.
- 5.1.4 The Quality Assurance Manager and Quality Assurance Inspectors shall have the authority for the placement and removal of status tags identified in this procedure, except for operational purposes.
- 5.1.5 The status of examinations and/or tests performed shall be indicated on the item or documentation traceable to the item.

### 5.2 Inspection and Test Identifiers:

- 5.2.1 Quality status indicators shall be affixed to the item, container, skid, etc., as applicable.
- 5.2.2 Quality Department personnel completing and affixing tags used as status indicators shall initial or sign and date the tags.
- 5.2.3 Tags used for status indicators are shown as Form F030A, F030B, F030C, Exhibit 1.
- 5.2.4 Documents related to items, including certification provided by suppliers and subcontractors, Route Cards, test reports etc., shall indicate the status of the related item. Where applicable, Nonconformance Report Numbers shall be recorded.

### 5.3 Identities:

- 5.3.1 No inspector or identity stamps are used.
- 5.3.2 Employees shall use their signatures or initials to indicate their compliance, non-compliance or completeness of the work. Initials or signatures shall signify those personnel qualified to perform verification, inspection, testing, record results and release conforming products. Initials or signatures shall be added to Tags, Route Cards, Form F031 shown in Exhibit 2, Test Reports and other relevant documents.



Procedure 03-8083-P01 Date: 01/2/04	Quality Procedure Inspection and Test Status	Page: 5 of 9 Revision: 1
--	---	-----------------------------

5.3.3 These identities shall be recorded using the Personnel Initials and Signature Record Form F042 shown in Exhibit 3. The Quality Assurance Manager shall retain and update record as necessary.

5.4 **Incoming Inspections and Testing:**

5.4.1 Each item found acceptable by Incoming Inspection and Testing shall be placed in a specifically identified area for the given job and identified by an 'Accepted' tag.

5.4.2 Product received with documentation missing, shall be identified with 'Hold' tag and held until the deficiency is cleared.

5.4.3 Product found which does not conform to the requirements of the purchase order shall be identified with a 'Reject' tag and held for disposition.

5.5 **In-process Inspection and Testing:**

5.5.1 Production personnel and Quality Assurance Inspectors shall perform their work and verification in accordance with Route Card requirements and specific Manufacturing Instructions. Initials or signatures and dates adjacent to the operations signify completion and compliance.

5.5.2 Nonconforming product found by Production personnel, during manufacturing, shall be identified with a 'Hold/ Reject/ Scrap' tag and disposition determined at Final Inspection. A Quality Assurance Inspector shall be notified and after a review of the situation, and if in agreement shall attach the necessary tags.

5.6 **Final Inspection and Testing:**

5.6.1 Final Inspection shall be performed. During processing, Route Cards shall be initialed/signed and dated by Production personnel or Quality Assurance Inspectors to signify the operation as complete. At Final Inspection, the Quality Assurance Inspector shall review the Route Card to ensure all operations have been signed-off and that supporting documentation is complete and acceptable.

5.6.2 Product conforming to all requirements shall be identified with an 'Accepted' tag.

5.6.3 Product not conforming to specifications, but with further Rework processing, specifications can be achieved, shall be identified with a 'Repair/ Rework' tag.

5.6.4 Product not conforming to specifications and unable to achieve required specifications, shall be identified with a 'Reject/ Scrap' tag.

5.6.5 A Quality Assurance Inspector is responsible for ensuring that only 'Accepted' finished products are released for packaging and shipping.



Procedure 03-8083-P01	Quality Procedure	Page: 6 of 9
Date: 01/2/04	Inspection and Test Status	Revision: 1

5.7 **Nonconformances:**

- 5.7.1 Nonconforming product shall be appropriately tagged, segregated and processed in accordance with the established requirements stated in Section 14 of the Quality Management System Manual.
- 5.7.2 The Nonconformance Report Number shall be shown on the applicable tags, Route Cards, Test Reports, or other applicable documents.
- 5.7.3 The status of nonconformities can be established by a review of the Nonconformance Report.

5.8 **Calibration Status:**

- 5.8.1 The Calibration Label shall indicate calibration status of Inspection, Measuring and Test Equipment as detailed in Section 11 of the Quality Management System Manual.

5.9 **Records:**


- 5.9.1 As a minimum, but not limited to, documents listed below shall be retained by the Quality Assurance Manager as Quality Records and maintained in accordance with Control of Quality Records, Section 16 of this Manual:
  - a) Personnel Initials and Signature Record
  - b) 'Accepted' Tag
  - c) 'Repair/ Rework' Tag
  - d) 'Hold/ Reject/ Scrap' Tag
- 5.9.2 Inspection and Test Status records shall be available for review to the Customer/ Authorized Inspector.

6.0 **Related Exhibits:**

Exhibit 1	Form F030A	'Accepted' Tag
Exhibit 1	Form F030B	'Repair/ Rework' Tag
Exhibit 1	Form F030C	'Reject/ Scrap' Tag
Exhibit 2	Form F031	Route Card
Exhibit 3	Form F042	Personnel Initials and Signature Record



**Exhibit 1:**

<b>PRECISION</b> metal works	 The Fusion of Quality and Innovation	<b>ADTECH</b> manufacturing
<b>Form: F030</b>	<b>IDENTIFICATION TAGS</b>	<b>Revision: 0</b>

<b>ACCEPTED</b>	
CUSTOMER _____	
W.O.NO. _____	DATE _____
NO. OF PCS. _____	MATERIAL _____
PO# _____	SER. NO. _____
PART NAME _____	
INSPECTOR _____	

Exhibit 30A – 'Accepted' Tag  
Green in Color

<b>REPAIRABLE or REWORK</b>	
CUSTOMER _____	
JOB NO _____	DATE _____
PART NO _____	PART NAME _____
PO NO _____	SER NO _____
NO. OF PIECES _____	
DISPOSITION _____	
INSP. _____	STAMP _____
REASON FOR REWORK (OVER)	

Exhibit 30B – 'Repair/Rework' Tag  
Blue in Color

<b>REJECTED</b>	
JOB NO. _____	PO NO. _____
PART NO _____	SERIAL NO. _____
PART NAME _____	
NO. OF PIECES REJECTED _____	
REASON _____	
DISPOSITION _____	
INSPECTOR _____	DATE _____

Exhibit 30C – 'Reject/Scrap' Tag  
Red in Color





