Receiving Inspection Procedure

1.0 PURPOSE:

To establish and define the procedure and responsibility for the control and processing of product through receiving inspection.

2.0 REFERENCES:

2.1 Purchase Order (File/Computer)
2.2 FR-01-00013 Approved Supplier List
2.3 SOP-03-00005 Nonconforming Materials Procedure

3.0 PROCEDURE:

3.1 Upon receipt:
Verify the product received is what was ordered (based on identification)
Verify the quantity is correct. Purchase orders of sterile products lot numbers are verified that they match the packing slip.
Examine the product for shipping damage. If damage is detected notify Q.A. immediately.
Locate the required traveler paperwork that corresponds to the return (ex: RMA paperwork, packing slip for Purchase Order) and route the product and paperwork to Receiving Inspection.
If required, make the required entries to receive the product in the log file or electronic system.

3.2 All purchased product regardless of the source, should not be used or processed until it has been accepted and/or released. In some cases Customer Service may need to do a manual acceptance and manual release to fill urgent orders necessitated by surgery schedule needs. For manual release orders care will be taken to visually inspect and document the product information to electronically receive and transfer at a later time. Care should be taken to complete manual receipts and electronically close them as quickly as possible. Quality reserves the right to make final determination to assure all customer contractual requirements have been met. Prior inspection or acceptance by the customer (source inspection) shall not be considered as final product acceptance or eliminate the need for receiving inspection.

3.3 The inspector shall select a job based upon the priority established. The paperwork package will be verified to be with the correct parts.

3.4 The inspector shall review the information and requirements of the pertinent packing slip which may contain multiple purchase orders.

3.5 The inspector shall verify that the products received from the supplier is correct as required by the UOC purchase order. At times, multiple purchase orders may be combined and received as a single shipment or multiple orders fulfilled on a single invoice. In these instances, each

ordered item will still be reconciled with purchase order, packing list, electronic system as appropriate.

3.6 The inspector shall verify that the vendor is on the UOC Approved Supplier List.

3.7 Verification shall be to the extent necessary to assure conformance to the requirements of the purchase order and/or applicable specification. Verification may include visual evaluation, measurement, or be based upon objective evidence.

3.7.1 For Sterile product the inspector will confirm that the parts received matches the parts ordered and that the parts received match the packing list (type, lot numbers, and quantity). The inspector will also look for and note any damage to the packaging. If there is any discrepancy in any of these, the product will be quarantined.

3.7.2 For new unused nonsterile product the inspector will confirm that the parts received matches the parts ordered and that the parts received match the packing list (type, lot numbers, quantity). The inspector will also look for and note any damage to any parts. If there is any discrepancy in any of these, the product will be quarantined.

3.7.3 For nonsterile parts that have been used, the inspector will confirm that the parts received match the parts expected from a RMA or other documentation. The inspector will visually inspect for damage to each item, rust, wear and tear, and cleanliness (is there debris on or in the device)?

3.8 The inspector shall sign and date the packing list if there are no discrepancies. The signature indicates that the product has no discrepancies and is now considered to be “released” and available for shipment and use.

3.9 If the product was found acceptable the inspector shall:

- Sign and date all receiving documentation and certifications of analysis (if applicable).
- Route the receiving documents to the appropriate departments (ex. Customer Service, Accounting, Quality).

3.10 If the product returned from customers are found nonconforming it shall be documented and processed per NCM procedure. If product is found nonconforming from manufacture, management will confirm with manufacture how to process the product either to reject the receipt and return it or to process as an NCM and return it at a later date with other product returns.

3.11 Items received that are subject to age control shall be identified with expiration date in addition to the part number and revision number where applicable.

END OF PROCEDURE.