INSPECTION AND TESTING

1.0 GENERAL

1.1 Quality Procedures provide instructions on implementing the following policies (see QP-1000 series procedures). The detailed test methods and specifications are defined in work instructions.

1.2 ISO/IEC 17025 Branches maintain a list entitled, “Scope of Calibration and Testing” that defines the types of calibration and testing services offered to customers.

2.0 RECEIVING INSPECTION AND TESTING

2.1 Verification of purchased product or services is performed and recorded by the person receiving the product or service, as defined in QP-1000.

2.2 Prior to processing, incoming product is verified for conformance to the specified requirements detailed in the purchase order and/or other documented procedures.

2.3 Verification is not performed at the supplier’s premises.

2.4 The amount and nature of inspection is based on the type of product received and dependent upon the amount of control exercised at our subcontractor’s facility and evaluation of the documentation provided showing conformance to requirements.

2.5 Urgent release or purchased product does not apply. Drop shipped equipment is verified during installation and through the final inspection process.

3.0 IN-PROCESS INSPECTION AND TESTING

3.1 In-process inspection does not apply.

3.2 Urgent release of product or service does not apply.

4.0 FINAL INSPECTION AND TESTING

4.1 Final Inspection is performed according to documented procedures, customer specifications, and the work instructions.

4.1.1 The Inspection and Testing procedure defines the general approach to testing of customer equipment (see QP-1000).
4.1.2 The Testing and Calibration Methods procedure defines the origin of the specific test method and 17025 specific requirements related to testing (see QP-1010).

4.1.3 The Inspection and Calibration Environment defines requirements for test conditions (see QP-1020).

4.2 Completed Service Reports, Equipment Set-up Test Reports, and Test and Calibration Reports (when applicable) serve as records of the inspections and tests performed. The Service Technician’s initials or signature on the Service Report or Equipment Set-up Test Report serves as evidence of the final release of the product and the completion of all required tests. The customer’s initials or signature on the Service Report or Equipment Service Report serve as evidence of the final acceptance of the product or service.

5.0 INSPECTION AND TEST RECORDS

5.1 Receiving documents, packing lists, Service Reports, Equipment Set-up Test Reports, and Test and Calibration Reports (when applicable) provide evidence that the product or service provided has been inspected. Their use and retention are defined in the QP-1000, QP-0600 and QP-0900 series procedures.