

VOP			
VST Operating sub Process			
<u>MEASUREMENT CONTROL</u>			
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INSPECTION AND TESTING

This procedure defines the system in use within the company in order to ensure that inspection and testing requirements are planned, controlled and documented. No production, process or measuring activity is assisted by any direct software application; therefore all values are manually achieved and recorded as such.

It is the responsibility of the Quality Engineer and relevant supervisors, to ensure that all inspections and tests are performed correctly, and that this procedure is strictly adhered to, and that individuals perform their testing correctly.

GOODS RECEIVING

Inspection of receipt of purchased goods, proprietary items etc., shall be visually for damage, correctness and completeness to purchase order, including certification where required. Received goods, where appropriate, are forwarded to the Quality department for inspection and / or test.

Goods requiring inspection will have a specific test procedure for that item which must be complied with. Goods failing inspection will be dealt with as stated in procedure. Goods accepted will be signed accordingly and transferred to stores or production as required.

IN-PROCESS

Manufactured items are tested to the relevant operating procedures. Full aesthetic checks are done prior to any testing, should anything be faulty then it is returned to the operator. When items are inspected satisfactory, then they will be tested to the values and in the quantities stated in the procedure.

Upon satisfactory testing, the items are placed in a green ducket, or a relevant accepted area, and the paperwork and Quality register completed. The goods are then forwarded to stores for cleaning and packing.

Where tested items are found to be electrically faulty then this will be recorded, and they will be returned to the operative for rework. Repaired items are tested to the relevant operating procedures. As with manufactured items they are given a visual inspection first. Testing is to the values stated, on each item.

Upon satisfactory testing, the items are placed in a stock ducket, and the paperwork completed. This information is then transferred onto the computer. The goods are then forwarded for shipment. Items repaired in the design department (after investigation) are tested by the design engineer and recorded on the work sheet, then forwarded as above. Where items are found to be irreparable, then the paperwork is filled in accordingly and the item(s) passed to the office for processing.

SAMPLING INSPECTION / TEST

Goods received (requiring inspection / test) will have a percentage of the quantity inspected / tested, this percentage will be determined by management and recorded on an instruction. Goods received requiring visual inspection only, will have 100% of the quantity checked.

Manufactured goods will be 100% visually and functionally checked. Manufactured probes will have a further qualified test performed on 10% of the batch. Repairs will be fully tested on each individual item. Full test requirements are stipulated on individual operating procedures.

Further techniques and controls will be used as necessary, and when contractually required.

FINAL INSPECTION

All products being readied for despatch will be inspected / tested as per the relevant procedure / instruction, and to ensure that they are clean, complete with appropriate stickers and labels and correct to paperwork, before being boxed and packed. If satisfactory the goods can be forwarded to despatch.