

VOP			
Viamed Operating sub Process			
<i>MEASUREMENT CONTROL</i>			
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<u>Charts 07, 20, 21 & 25</u>			

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.

SpO2 - PROBE REPAIRS TESTING

This procedure is established to describe the system used within the company for the evaluation and testing of repaired probes. It is used in conjunction with the individual probe specifications, which show the relevant data necessary. It is the responsibility of the Production Supervisor, to ensure that the contents of this procedure, and related specifications, are adhered to.

All probes received from the operatives will be placed in duckets, in the allocated area, and will be worked on in priority order (1.Red, 2.Orange, 3.Blue). Priority will also be date order and numerical as written on the front of the ducket. Each probe will first be checked for cleanliness, damage and cracks, and that the appropriate stickers are attached in the correct place. The probe is then checked for the quality of the windows, gluing and insertion of component parts. The probe can now be checked for electrical functionality.

If any faults are found with the probe, or if the results are outside the specification, then note this on the repair sheet, and in the daily report sheet, and return with the probe to the operative for rework. Completed correct probes will be recorded on the daily report sheet.

Repaired and / or working probes (No Fault Found) should now have all the relevant recorded details entered onto the "LOTUS" database and a repair certificate printed out. The paperwork together with the probe, which should have a Mylar clip attached, is placed back in the plastic bag in the ducket.

Completed duckets are then moved to the sales office for invoicing.

UN-REPAIRED PROBES

When a probe is found to be un-repairable, then the reason for this will have been noted on the repair sheet by the operative. Check that the Production Supervisor has noted the relevant "Repair Code" for invoicing purposes.

Attach a red "Un-Repaired" sticker to the connector end of the probe, fill in the relevant sections on the repair sheet, and in the daily report sheet, and enter the details onto the "LOTUS" database and print out an "Un-repaired" Headed letter. The paperwork together with the probe is then placed in the plastic bag and processed as above.

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.