 Grinnell <small>FIRE PROTECTION SYSTEMS COMPANY</small>	Procedure	Quality	07/22/98
Title: Receipt & Shipping of ION Detectors			Page 1 of 3

1.0 INTRODUCTION

This procedure describes the operating practices used by the Quality department for Receipt & Shipping of ION detectors by Grinnell Fire Protection Systems Company, Westlake.

2.0 SCOPE

The purpose of this procedure is to document how the Quality department checks for the safe arrival of ION detectors from our suppliers.

3.0 DEFINITIONS

AQL – Acceptable Quality Level

4.0 RESPONSIBILITIES

It is the responsibility of the inspector to carry out all checks in accordance with this procedure.

5.0 PROCEDURE


5.1 All items will be inspected using MIL STD 105D, Single Sampling Plan for Normal Inspection, 2.5% AQL, Special Inspection Level S-1 (page 3).

5.2 The process of Inspection is broken down into the following stages.

1. **Documentation** - The Documentation supplied by the vendor shall be checked against the sales order
 - for the correct revision level
 - Grinnell part number
 - Product identification label i.e. MF 901 I
 - Description
 - Quantity

2. **External packaging** - The following checks will be carried out prior to the opening of the packages.
 - An exterior wipe test of the package shall be carried.
 - There is no damage to the packaging.
 - That the information on the point of sale label can be clearly seen through the end of the box.

3. **Inspection** will check a sample of the units as stated in 5.1 for
 - An exterior and interior wipe test of the detector shall be carried out.
 - The product identification correct to the UL product file.
 - There is no damage to the detector casing

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4. Pass Inspection

- On completion of a successful Quality check, the Inspector may move the items into stock, the computer system will be updated with the purchase order, part #, stock location & qty received.

5. Ship to stock

- All passed units shall be moved to stock.
- These shall be held only in the designated quarantined area of the stock room.
- Complete logbook.

6. Failed inspection

- Any process problems found at goods inwards will be annotated on the defect analysis report.
- 100 % of the shipment must be checked.
- If the failure is due to other process problems fail a reject label is attached to each piece with:
 - The part and Purchase order number
 - Date
 - Inspected by
 - The reason for return.
- If the failure is due to contamination
 - "The RSO MUST be informed immediately"
 - All products must be immediately transferred to the designated holding area.
 - The manufacture will be notified
 - Further sampling will be performed in order to characterize the problem.


7. Shipping

- When completing sales order for ION detectors the stock clerk will
 - Complete the log book
 - Apply an exterior package label to the outside of the carton

6.0 RECORDS

6.1 The quality records generated include


Responsible	Location	Record	Retention Period	Disposition
Inspector	QA office	Log Book	5 years	Destroy
Inspector	QA office	Inspection reports	5 years	Destroy
TEPG	QA office	Amersham wipe test results	5 years	Destroy
QA manager	QA office	Grinnell wipe test results	5 years	Destroy
QA manager	QA office	TEPG wipe test results	5 years	Destroy

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7.0 RECORD OF CHANGE

ISSUE DATE	DESCRIPTION OF CHANGE	APPROVED BY
06-01-98	New procedure	Radiation Safety Officer QA Manager Director of Operations

SAMPLE SIZE Mil STD 105D, Single Sampling Plan S-1, AQL 2.5			
Batch Size	Sample Size	Accept	Reject
2 - 8	2	0	1
9 - 15	2	0	1
16 - 25	2	0	1
26 - 50	2	0	1
51 - 90	3	0	1
91 - 150	3	0	1
151 - 280	3	0	1
281 - 500	3	0	1
501 - 1200	5	0	1

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