

DOCK-TO-STOCK PROCEDURE

QWI02-01

1. Purpose and Scope

The purpose of this procedure is to define the steps used to approve incoming materials for dock-to-stock (DTS) routing.

The scope of this procedure includes all incoming materials from outside suppliers.

2. Requirements

2.1 Documents/Resources

- 2.2.1 Corrective Action Reports (kept in QA files)
- 2.2.2 Rejection History file (RDMs in the computer files)
- 2.2.3 Supplier Inspection Report (verification of inspection requirements)

3. Procedure

3.1 Suppliers will be certified on a part by part basis. A representative from the Materials Department, ideally the Materials Inspection Supervisor, shall

- 3.1.1 Review the part's quality history, from the specified supplier. The part must have no rejections in the last five shipments to remain a DTS candidate.
- 3.1.2 Review the Supplier QA file for evidence that any problem that appeared in the last twelve months has been addressed and corrected. Any unresolved quality issue prevents a part from becoming DTS.
- 3.1.3 Communicate the specific inspection requirements to the supplier's quality representative where applicable.
- 3.1.4 Where deemed appropriate, create an Inspection Report to be completed by the supplier during his inspection of each shipment. X-Rite may require that a copy be sent with the shipment.
- 3.1.5 Ensure the supplier uses appropriate calibrated measuring instruments where applicable.
- 3.1.6 Review and sign the Inspection Report upon receipt, if required. File in the QA office for a minimum of 6 months.

3.2 The supplier shall submit a written Corrective Action Report for any discrepancy that results in a rejection per QP14.2.

- 3.2.1 The Material Review Board will determine if the part will retain its DTS status based on the adequacy of the CAR and the severity of the discrepancy.
- 3.2.2 If the part is removed from the DTS list, subsequent incoming shipments will be inspected by QA personnel. The part can return to DTS status, if approved by the Materials Inspection Supervisor, once five consecutive shipments have been inspected and accepted without a rejection.

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