

Ameritube LLC
1000 N. Hwy 77, Hillsboro TX 76645

Revision Level:
A

Procedure No.
QPS-012

Revision Date:
5/31/2012

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Receiving Inspection

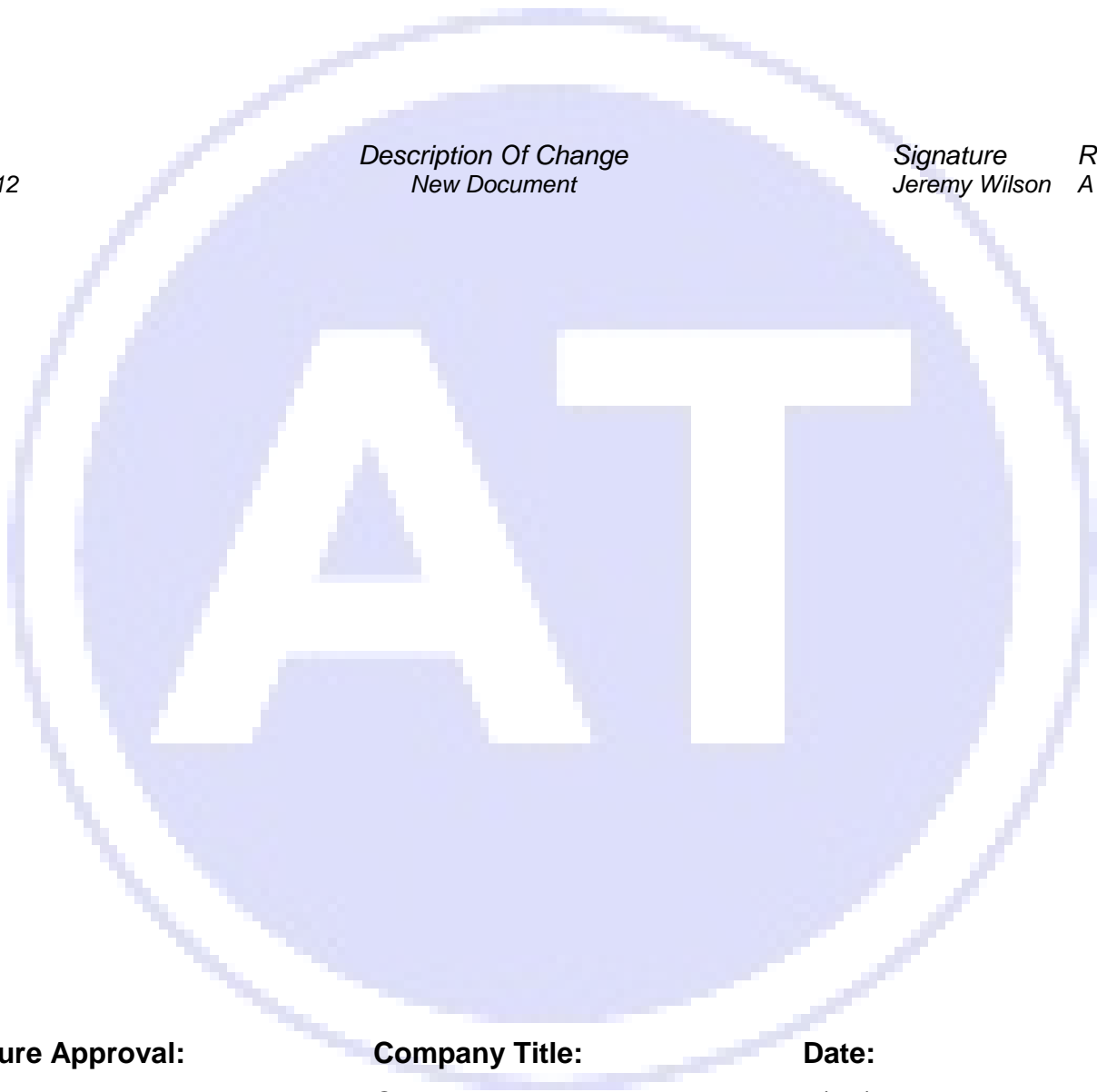
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Date
5/31/2012

Description Of Change
New Document

Signature
Jeremy Wilson

Rev. Level
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Procedure Approval:

Company Title:

Date:

Quality Manager

5/31/2012

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1. Scope and Objectives

- 1.1. This procedure defines the activities required for Receiving Inspection on raw material, customer supplied material and customer product processed by outside suppliers.
- 1.2. The objective of receiving inspection is to verify and document that all applicable specifications and requirements pertaining to raw materials and customer product specifications and requirements are satisfied by outside suppliers. Receiving inspection will also verify and document the condition of customer supplied materials as received at Ameritube LLC.
- 1.3. The result of the receiving inspection process shall be objective evidence that raw materials and product processed by outside suppliers satisfies all specifications and requirements and that customer supplied materials are in useable condition. Receiving inspection shall be used to improve customer product quality and improve the overall effectiveness of the quality management system.

2. Applicability

- 2.1. Receiving inspection with documentation applies to:
 - 2.1.1. raw materials
 - 2.1.2. all customer products processed by outside suppliers
 - 2.1.3. customer supplied materials
- 2.2. Ameritube LLC production personnel
- 2.3. Ameritube LLC quality personnel
- 2.4. Ameritube LLC suppliers, as required
- 2.5. Ameritube LLC customers, as required

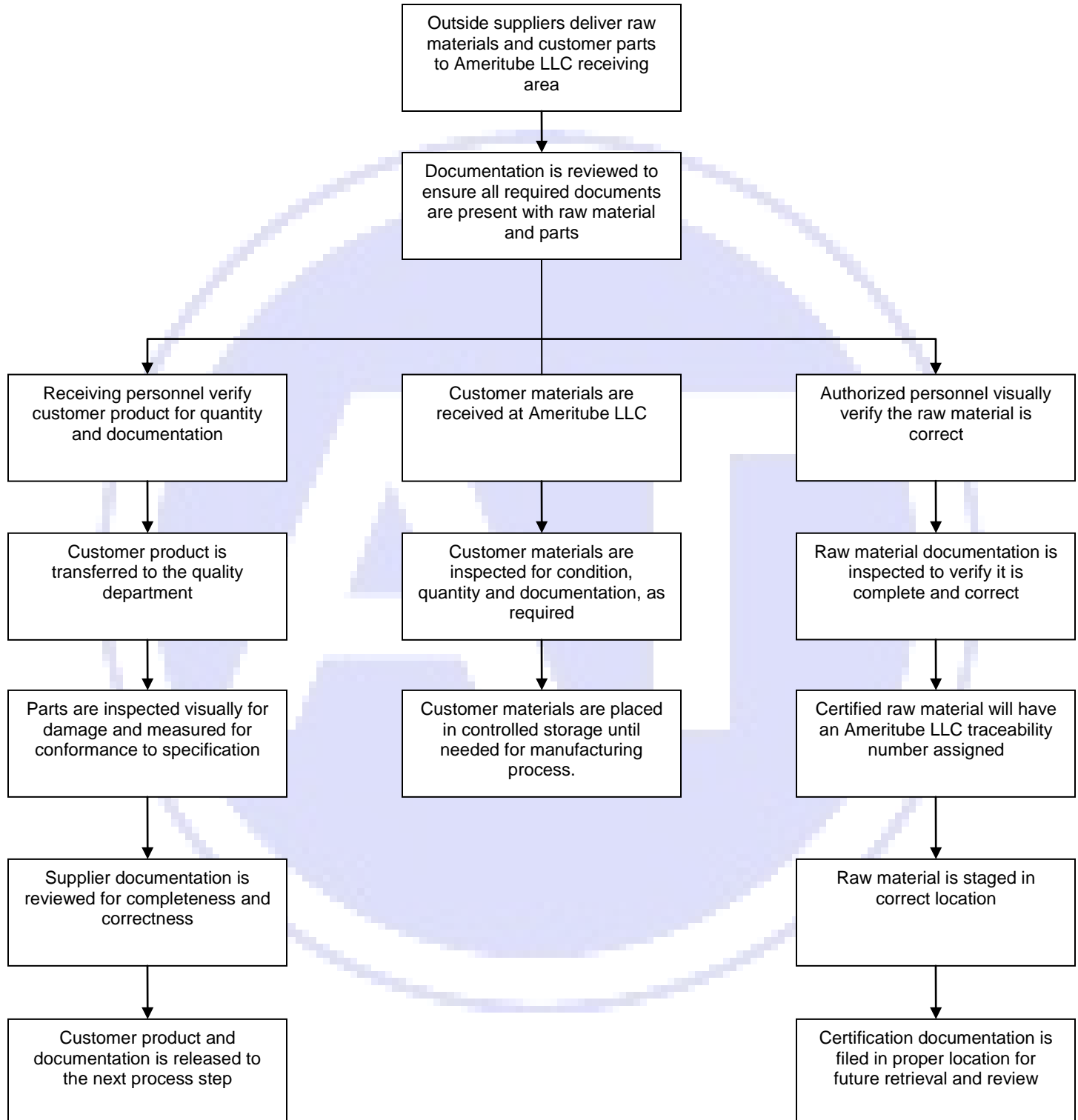
3. Related Documents

- 3.1. QM-001, Quality Manual, Section 8.2.4, Monitoring and Measurement of Product
- 3.2. QMS-008, Product Realization, Section 5.64, Receiving Inspection
- 3.3. Customer prints, specifications and contract requirements
- 3.4. Government and Regulatory Authority Documents and Specifications
- 3.5. Supplier documentation
- 3.6. Ameritube LLC purchase order and related documentation

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4. Process Flow Chart for Receiving Inspection



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5. Procedure

5.1. In accordance with ISO 9001, Section 8.2.4, Monitoring and Measurement of Product, Ameritube LLC recognizes the importance of receiving inspection and has implemented a receiving inspection process containing the elements required by customer contract, government and regulatory authorities.

5.2. Receiving inspection is performed in order to verify and document materials coming into the Ameritube LLC facility that will be used in the manufacturing of customer product.

Process – Customer Supplied Materials

5.3. Customer shall designate by contract when the customer will provide:

- 5.3.1. raw material
- 5.3.2. unfinished product
- 5.3.3. tooling
- 5.3.4. measuring and test equipment

5.4. Customer supplied materials are delivered to Ameritube LLC receiving.

5.5. Receiving personnel shall verify delivery by matching materials to the packing slip.

5.6. Authorized personnel shall process the delivery by:

- 5.6.1. obtaining a copy of the contract or specification that defines what material is being supplied
- 5.6.2. verifying the documentation for correctness
- 5.6.3. comparing the material with the documentation
- 5.6.4. verifying the material for:
 - 5.6.4.1. quantity
 - 5.6.4.2. identification
 - 5.6.4.3. revision level
 - 5.6.4.4. certified mill test reports as appropriate
 - 5.6.4.5. condition

5.7. Any non-conformances with the delivery shall be documented and communicated to the customer immediately.

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5.7.1. customer will provide a recovery plan based on non-conformances

5.8. Customer supplied materials shall be identified as being customer supplied.

5.9. Customer supplied materials will be placed in a secure location until required for manufacturing.

5.10. Customer documentation is initialed and dated and placed in the job folder or job card, as applicable.

Raw Material

5.11. Raw material deliveries are matched with the Ameritube LLC purchase order documentation.

5.12. Raw material delivery documentation is verified for quantity, material type and applicable specification per the Ameritube LLC purchase order.

5.13. Raw material is verified for correct marking as applicable.

5.14. Raw material is verified for correct dimensional size and quantity.

5.15. Certified raw material is labeled with a unique Ameritube LLC traceability tracking number.

5.16. Raw material is placed in material storage location:

5.16.1. certified material is placed in the certified material area

5.16.2. noncertified material is placed in the general inventory location

5.17. Copies of the Ameritube LLC purchase order and material packing slip are given to the office manager for payment.

5.18. Copies of the Ameritube LLC purchase order, packing slip and material certifications are placed in the material certification file with the traceability number.

Special Processing

5.19. Special processing deliveries are matched with Ameritube LLC purchase order documentation.

5.20. Special processing documentation is verified for quantity, processing performed, applicable specification per the customer print, certificate of conformance and reference to Ameritube LLC purchase order.

5.21. Product subjected to special processing is visually inspected to verify, by appearance, that the correct processing was performed as specified by contract.

5.22. Product quantity is verified to determine if any pieces were lost during special processing.

5.23. Any features that may have been adversely affected by special processing, such as threads or close tolerance diameters, are verified for conformance to specification.

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5.24. Copies of the purchase order and packing slip are given to the office manager for payment.

5.25. Copies of certificates of conformance are placed in the job traveler.

Sub Contract Machining

5.26. Customer product manufactured by a sub contractor is delivered to Ameritube LLC receiving and matched with purchase order documentation.

5.27. All documentation is reviewed to verify that purchase order, specifications, requirements and quality documentation are present and complete.

5.28. Product is verified for quantity and condition.

5.29. Product is verified for conformance to customer specifications and requirements:

5.29.1. sub contractor inspection documentation is reviewed as a method of verifying product manufactured by a sub contractor

5.29.2. additional inspection is performed and results documented, as required

5.30. Copies of the purchase order and packing slip are given to the office manager for payment.

5.31. Copies of certificates of conformance and inspection documentation are placed in the job card packet.

6. Responsibilities

6.1. Customer, Government and Regulatory Authority when providing product and materials

6.1.1. provide complete documentation through:

6.1.1.1. contract

6.1.1.2. prints

6.1.1.3. specifications

6.1.1.4. work orders

6.1.1.5. change orders

6.1.1.6. customer, government and regulatory authority process specifications

6.2. Raw material suppliers

6.2.1. packing slip

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6.2.2. certificates of conformance

6.2.3. raw material marking as required

6.3. Special process suppliers

6.3.1. packing slips

6.3.2. certificates of conformance

6.4. Sub contract manufacturing

6.4.1. packing slips

6.4.2. certificate of conformance

6.4.3. inspection documentation

6.5. Ameritube LLC receiving personnel

6.5.1. review documentation

6.5.2. verify raw material and product quantity and condition

6.6. Ameritube LLC inspection personnel

6.6.1. review documentation

6.6.2. measure customer product as required

6.7. Quality Manager

6.7.1. maintain document control system

6.7.2. issue and control documents

6.7.3. ensure documents are regularly reviewed and updated

6.7.4. ensure that regular internal audits, that address the continued applicability of this document, are scheduled

7. Record Retention

7.1. Standard retention period will be three years minimum, all documents.

7.1.1. Customers may stipulate longer retention times.

7.2. This controlled QMS procedure shall be maintained on the server indefinitely.