



Notes

- (1) Receiving Dept uses Receiving Stamp to stamp packlist; Rec'd by and Date
- (2) Stamp and approve Certs (People Authorized to approve Certifications are Quality, Managers or Purchasing)
- (3) For Raw Material: Packlist is verified against PO for Material specs, size and Qty
- (4) For Hardware: Packlist is verified against against PO for Part Number, Qty and specs
- (5) For Processing: Packlist is verified against PO for Qty, Part Number and specs. Parts are visually inspected plus additional inspection as determined by Quality.
- (6) For Subcontract Labor: Packlist is verified against PO for Qty, Part Number and work performed. Parts are inspected per drawing for any outside work performed (eg. welding, grinding, machining, modified hardware, etc.) inspection is performed by QC.
- (7) Mark material with PO#, SO#, and alloy in indelible pen or other nonremovable marking.
- (8) Mark Hardware with SO# and Item# from BOM (if applicable). Move Hardware to job Holding area.
- (9) After inspection is completed attach Drawing, router or traveler to approved material and move to holding area.