

Total Quality System 9000 Family of Products

Receiving Inspection Feature



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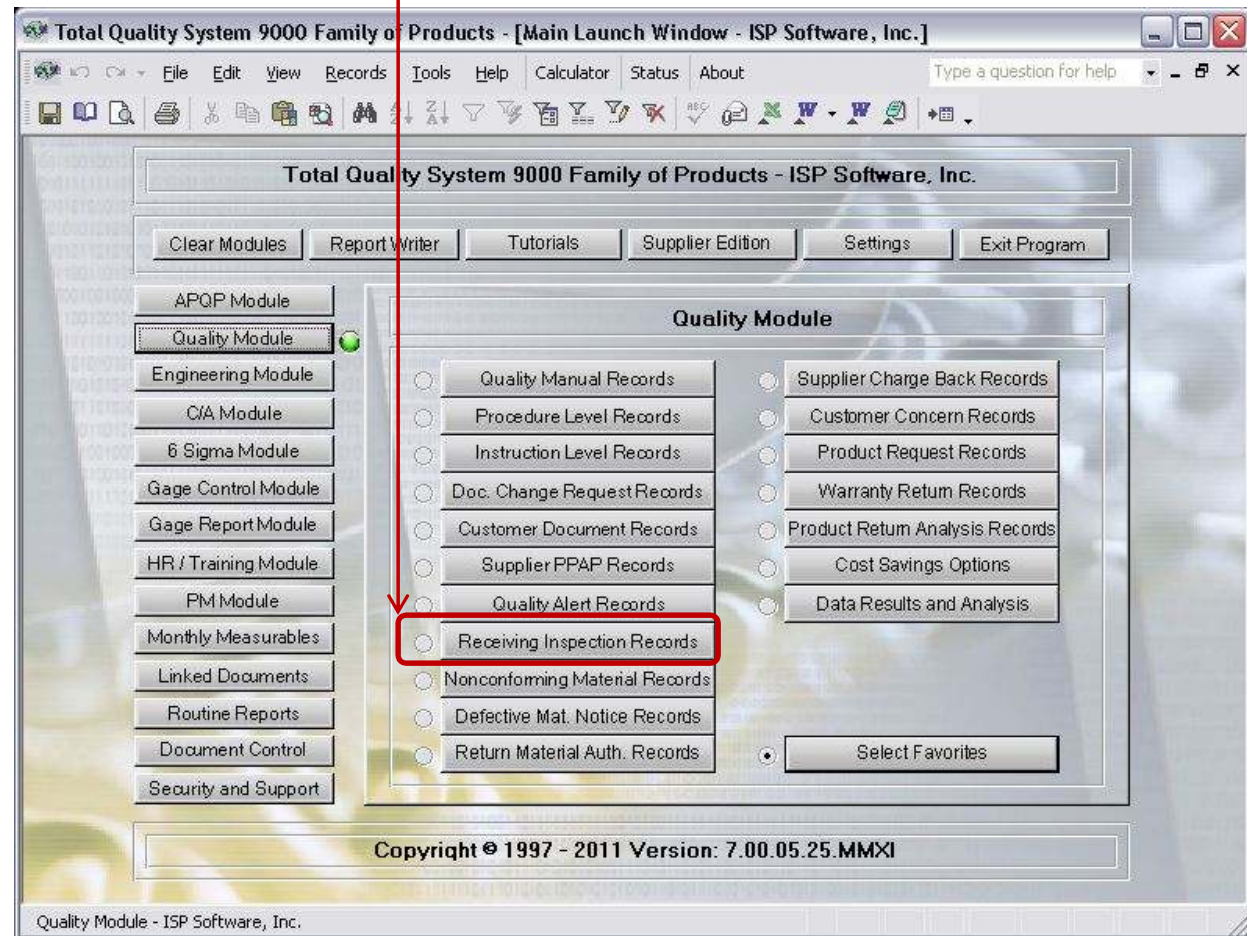
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Receiving Inspection Feature

You may find the receiving inspection feature in the Quality Module. To begin using this feature, click on the "Quality Module" button then on the "Receiving Inspection Records" button.

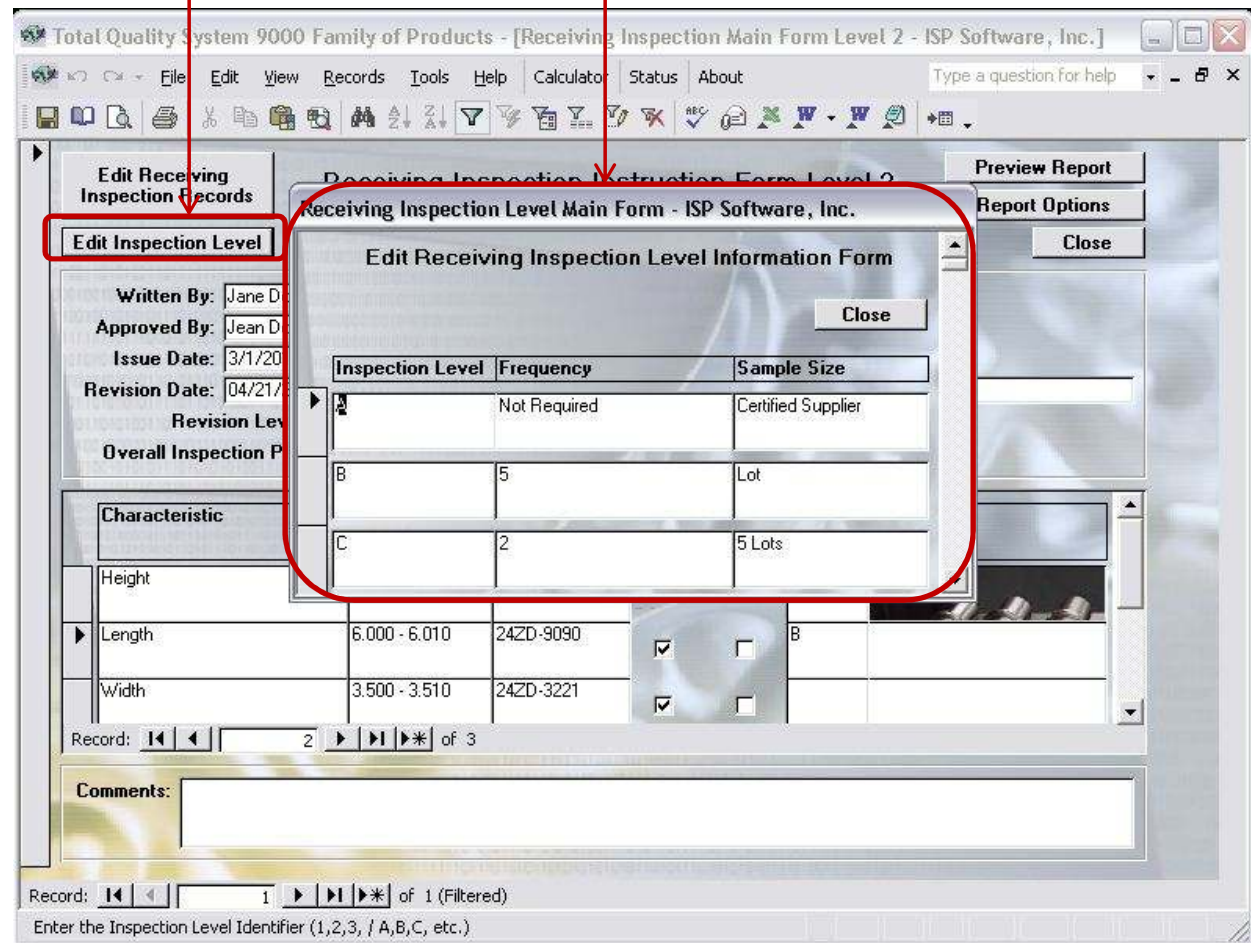
To create a new record click on the "Create New" button on the document list form. Refer to the "Record Navigation Tutorial".



Before beginning to develop your receiving inspection instructions, ISP Software, Inc. suggests that you create a rating system for receiving inspection. You may chose your own rating scales and definitions.

Some examples would be to have a rating for certified suppliers that you will not perform receiving inspection of their products, a rating for skip lot, and a rating for receiving inspection to be performed on each shipment. These may be changed as needed based upon your supplier performance.

To document your inspection levels, click on the “Edit Inspection Level” button to bring up the pop up form to document your inspection levels.



The main form for receiving inspection allows users to enter the basic information related to the inspection in the top portion. In the bottom portion users may enter the characteristics that need to be checked during the receiving inspection process. You may designate if the characteristic to be checked is to be done so using variable or attribute data. For variable data you may designate the specifications as well as gauge to be used for each characteristic. In the upper portion of the form you may designate the overall inspection plan and in the bottom half of the form you may designate an inspection plan or level for each characteristic. Visual aids may be attached or linked in for each characteristic as well.

Note: To protect this form from being changed the security level for this form is designated as only allowing Administrators or Quality departments to have change rights. You may assign an individual with rights only to create receiving inspection records. When you click on the button labeled "Create Receiving Inspection Record" a new inspection will be created from this information however this main record will not be able to be changed if change rights have not been assigned.

Receiving Inspection Instruction Form Level 2

Create Receiving Inspection Record

Written By: Jane Doe
 Approved By: Jean Doe
 Issue Date: 3/1/2010
 Revision Date: 04/21/2011
 Revision Level: A
 Overall Inspection Plan: B

Supplier: Acme
 Part Number: 1234
 Assembly No.: 4567
 Part Name: Widget
 Drawing Number: 12679

Characteristic	Specification	Gage Number	Variable	Attribute	Inspect to Level	Visual Aid
Height	2.000 - 2.010	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	
Length	6.000 - 6.010	24ZD-9090	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	
Width	3.500 - 3.510	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Record: 2 of 3

Comments:

Record: 1 of 1 (Filtered)

Enter the Inspection Level for this Characteristic

FLTR

When a user clicks on the “Create Receiving Inspection Record” button a pop up form will be displayed to enter the information for the specific receiving inspection event.

Fill in the information in the top part of the form for this event then click on the “Create Receiving Inspection Record” button at the bottom of the form. The last record number used will be displayed. Once you have clicked on the button you will be asked to provide a unique receiving inspection number for this receiving inspection event.

Create Receiving Inspection Record Form

Part Number: 1234
Date Received: 4/30/2011
Lot #: 3334-1
Quantity Received: 2000
Inspector: M. Doe
Receiver Number: 4445
Pallet Number: 2379

Please Fill in All Available Information From This Form to Create the Receiving Inspection Record. You Must Provide a Receiving Inspection Record Number. The Last Receiving Inspection Number Used Appears Below.

Cancel Create Record

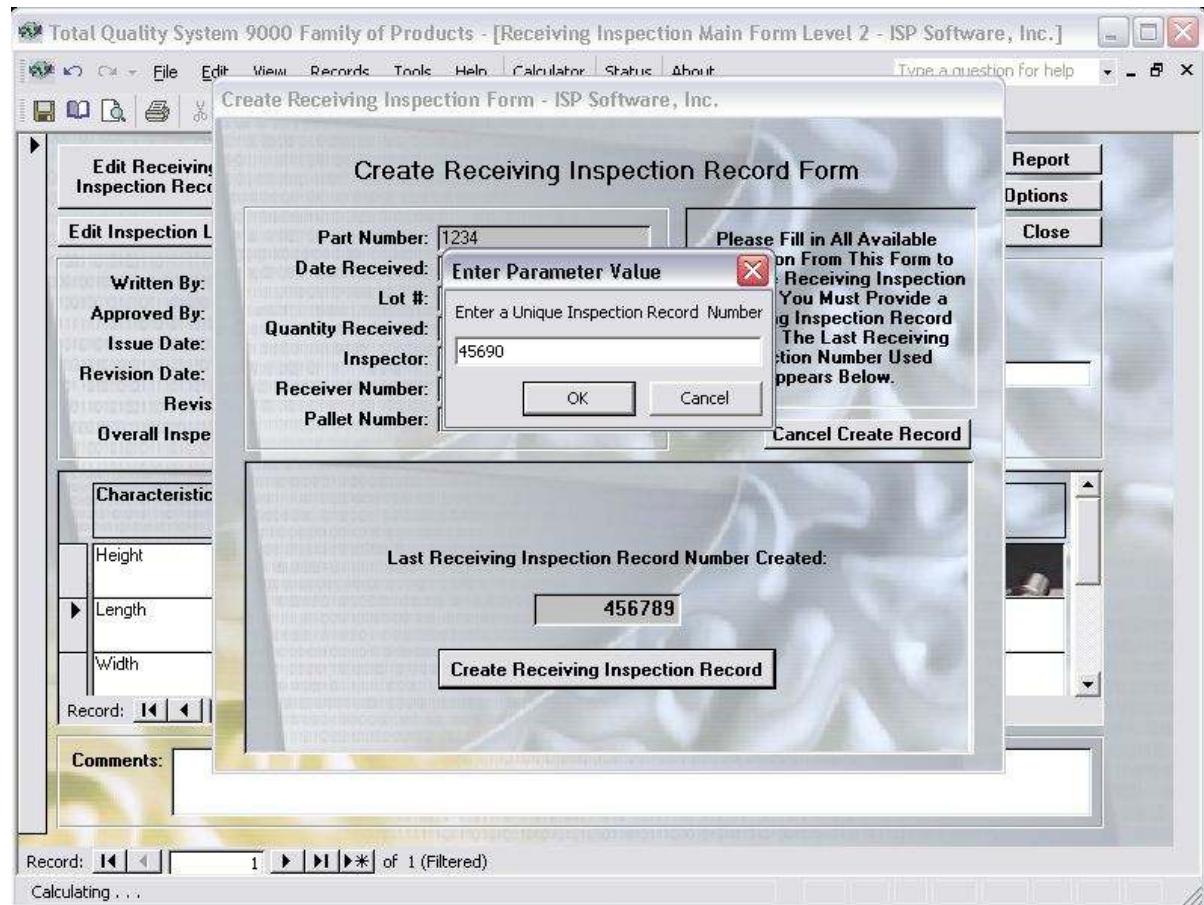
Last Receiving Inspection Record Number Created:
456789

Create Receiving Inspection Record

Record: 1 of 1 (Filtered)

Enter the Pallet Number for this Inspection Record

After a unique receiving inspection record number has been provided, click on the “OK” button to create your new receiving inspection record. All of the information from your main receiving inspection form will be copied to the new receiving inspection record.



On the new receiving inspection form that is created the user may record the results of the receiving inspection event.

All of the greyed out fields were copied from your main receiving inspection instruction. Users may now document the results of the receiving inspection event. They may also designate if each characteristic met the standards and also if the shipment is to be accepted.

If some material did not meet the standards, however you wish to accept the shipment on a deviation you may show that the material did not meet the characteristic requirements although you are accepting the shipment.

If a DMN is to be issued you may note this in the top half of the form as well as entering the DMN number that was issued.

Total Quality System 9000 Family of Products - [Receiving Inspection Main Form Level 2 Records Form - ISP S...]

File Edit View Records Tools Help Calculator Status About Type a question for help

Preview Report Receiving Inspection Data Entry Form **Close**

Rec. Insp. #: 45690 Lot #: 3334-1 Inspector: M. Doe
 Date Received: 4/30/2011 Quantity Received: 2000 Receiver Number: 4445
 DMN Required: DMN Number: Pallet Number: 2379

Written By: Jane Doe
 Approved By: Jean Doe
 Issue Date: 3/1/2010
 Revision Date: 04/21/2011
 Revision Level: A
 Overall Inspection Plan: B

Supplier: Acme
 Part Number: 1234
 Assembly No.: 4567
 Drawing Number: 12679
 Part Name: Widget

Shipment Disposition
 Accept
 Reject

Characteristic	Specification	Gage Number	V	A	Inspect to Level	Results Variable	Results Attribute	Accept	Reject
Height	2.000 - 2.010	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B			<input type="checkbox"/>	<input type="checkbox"/>
Length	6.000 - 6.010	24ZD-9090	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B			<input type="checkbox"/>	<input type="checkbox"/>
Width	3.500 - 3.510	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 3

Comments:

Record: 1 of 1
Receiving Inspection Record Number

To the right is an example of a completed receiving inspection record.

Total Quality System 9000 Family of Products - [Receiving Inspection Main Form Level 2 Records Form - ISP S...

File Edit View Records Tools Help Calculator Status About

Type a question for help

Preview Report **Receiving Inspection Data Entry Form** **Close**

Rec. Insp. #: 45690 **Lot #:** 3334-1 **Inspector:** M. Doe
Date Received: 4/30/2011 **Quantity Received:** 2000 **Receiver Number:** 4445
DMN Required: **DMN Number:** **Pallet Number:** 2379

Written By: Jane Doe
Approved By: Jean Doe
Issue Date: 3/1/2010
Revision Date: 04/21/2011
Revision Level: A
Overall Inspection Plan: B

Supplier: Acme
Part Number: 1234
Assembly No.: 4567
Drawing Number: 12679
Part Name: Widget

Shipment Disposition
Accept:
Reject:

Characteristic	Specification	Gage Number	V	A	Inspect to Level	Results Variable	Results Attribute	Accept	Reject
Height	2.000 - 2.010	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	2.009		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Length	6.000 - 6.010	24ZD-9090	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	6.008		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Width	3.500 - 3.510	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.5007		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record: 3 of 3

Comments:

Record: 1 of 1

Select this Box if the Characteristic Inspected was Acceptable

To the right is an example of the receiving inspection report that may be generated.

Total Quality System 9000 Family of Products - [Receiving Inspection Instruction Level 2 Records - ISP Softwa...]

File Edit View Records Tools Help Calculator Status About

Type a question for help

Receiving Inspection Record

Shipment Accepted: Shipment Rejected:

Written By: Jane Doe
Approved By: Jean Doe
Issue Date: 3/1/2010
Revision Date: 04/21/2011
Overall Inspection Plan: **B**

Supplier: Acme
Part Number: 1234
Part Name: Widget
Assembly No: 4567
Drawing Number: 12679
Revision Level: A

Recei
Comment

Characteristic	Specification	Gage Number	Variable	Attribute	Inspect to Level	Results Variable	Result Attrib
Height	2.000 - 2.010	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	2.009	
Length	6.000 - 6.010	24ZD-9090	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	6.008	
Width	3.500 - 3.510	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.5007	

A	Not Required	Certified Supplier
B	5	Lts
C	2	5Lts

Inspector: M. Doe
DMH Required:

Page: 1

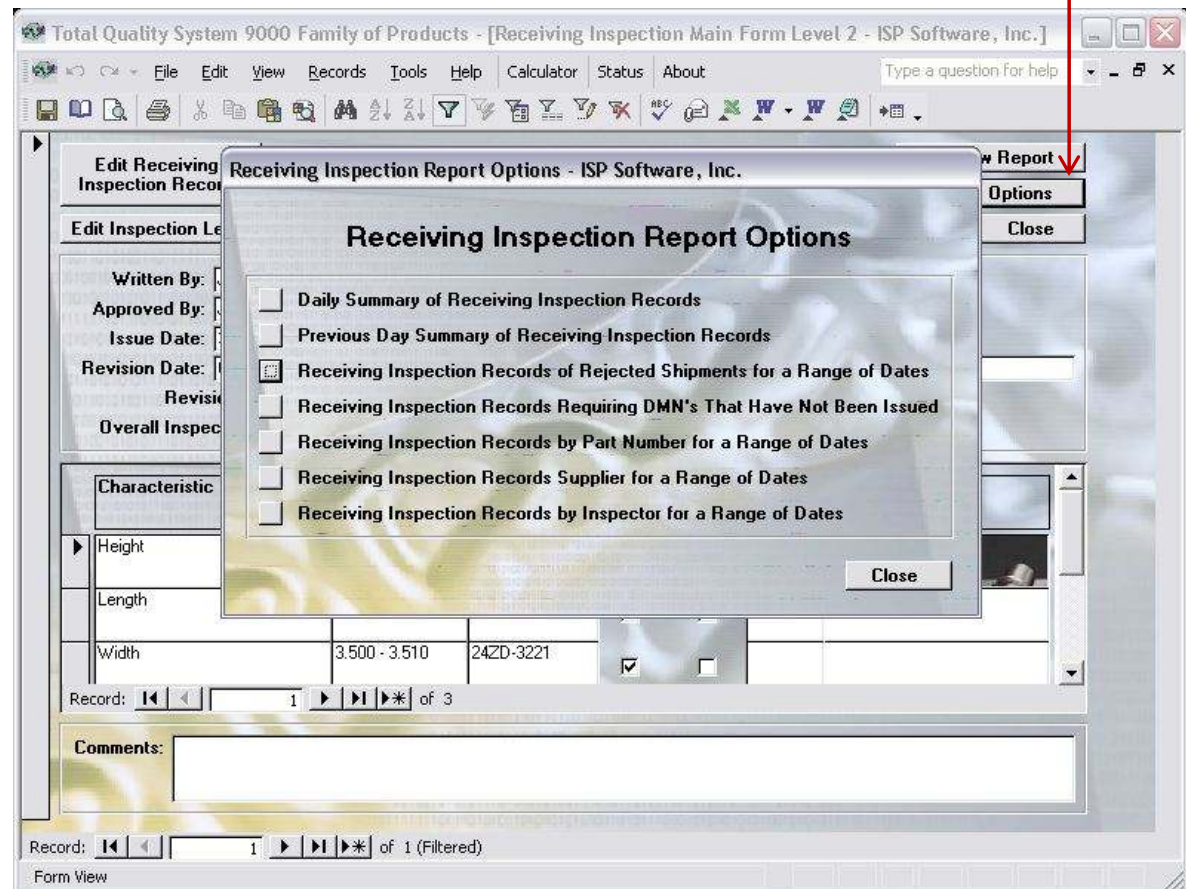
Ready

If you need to edit a receiving inspection record after it is completed you may click on the “Edit Receiving Inspection Records” button and then enter the receiving inspection record that you wish to edit.

The screenshot displays the 'Receiving Inspection Instruction Form Level 2' in a software window. The window title is 'Total Quality System 9000 Family of Products - [Receiving Inspection Main Form Level 2 - ISP Software, Inc.]'. The interface includes a menu bar (File, Edit, View, Records, Tools, Help, Calculator, Status, About) and a toolbar. A red arrow points to the 'Edit Receiving Inspection Records' button in the top-left corner. The main form area contains a metadata section with fields for 'Written By: Jane Doe', 'Approved By: Jean Doe', 'Issue Date: 3/1/2010', 'Revision Date: 04/21/2011', 'Revision Level: 4', and 'Overall Inspection Plan'. Below this is a table with columns for 'Characteristic', 'Tolerance', 'Drawing', 'Inspection Method', 'Inspection Level', and 'Inspection Point'. The table lists 'Height', 'Length', and 'Width' characteristics with their respective tolerances and drawing references. A 'Comments' field is located at the bottom of the form. A modal dialog box titled 'Receiving Inspection Records Edit Options' is open, featuring buttons for 'Edit a Specific Receiving Inspection Record', 'View All Receiving Inspection Records', and 'Cancel!'. The dialog also has a 'Close' button. The status bar at the bottom indicates 'Record: 1 of 3' and 'Record: 1 of 1 (Filtered)'. The window is in 'Form View'.

Characteristic	Tolerance	Drawing	Inspection Method	Inspection Level	Inspection Point
Height	2.000 - 2.010	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B
Length	6.000 - 6.010	24ZD-9090	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B
Width	3.500 - 3.510	24ZD-3221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Several receiving inspection report options are available by clicking the "Report Options" button on your main receiving inspection instruction form.



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