

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: QUALITY MGR.	DATE: 05/19/03	PAGE 1 OF 3
	APPROVED BY: MFG. MGR.	REVISION: A	GI-Q3
TITLE: DOCK AUDIT (OUT-GOING)			

1.0 PURPOSE

The purpose of this instruction is to describe the inspection activity involved in authorizing shipment to customers.

2.0 SCOPE

This instruction addresses notification of the Quality Department on proposed shipments to a customer, applicable inspection methods, and notification of the shipping department with the status of the quality related decisions.

3.0 RESPONSIBILITY

The Quality manager is responsible for the adherence to this instruction.

4.0 REFERENCE DOCUMENTS

FQ2 Inspection Dock Audit Sheet

5.0 PROCEDURE

1. Upon staging a shipment to a customer, the Shipping Department will notify the Quality Department of its intentions. This would include presenting the proper packaging, labeling, packing slip and other applicable quality related paperwork.
2. An Inspector will perform the Dock Audit in accordance with the prescribed inspection plan, and record the activity on an "Inspection Dock Audit Sheet" (FQ2).
3. If a nonconformance is detected with the proposed shipment, the Shipping Department will be notified of the discrepancy. After corrections have been made, the proposed shipment is again submitted to the Quality Department for a dock audit.

4. If all quality criteria is acceptable, the inspector will initial the packing slip to signify approval to ship.