

PLASTICS MOLDING COMPANY  GENERAL INSTRUCTIONS	PREPARED BY: PRESIDENT	DATE: 04/15/04	PAGE 1 OF 2
	APPROVED BY: GENERAL MANAGER	REVISION: A	GI-Q7
TITLE: DOCK AUDIT (OUT-GOING)			

#### 1.0 PURPOSE

The purpose of this procedure is to describe the method used for performing out-going dock audits.

#### 2.0 SCOPE

This procedure applies to the performance of out-going dock audits by the Quality department.

#### 3.0 RESPONSIBILITY

The Q.A. inspector or designee is responsible for the performance of audits. The Q.A. manager, or authorized designee, is responsible for the adherence to this procedure

#### 4.0 DEFINITIONS

N/A

#### 5.0 REFERENCE DOCUMENTS

PFQ26 - Inspection Dock Audit Sheet (Outgoing)

#### 6.0 PROCEDURE (See Figure 1 attached)

1. Parts are in the warehouse and ready to be shipped to the customer.
2. The Office Manager or designee submits completed dray tickets, bill of lading, if applicable, and certification papers, if applicable, to the Q.A. dock auditor.
3. Auditor then pulls the blue print and gages, if necessary, to verify the correct part. Q.A. auditor, using the dray ticket, will verify the label information to make sure it is correct and complete Form PQ26 per steps A thru M of this procedure.
  - A. Fill out part number
  - B. Fill in P.O. number
  - C. Fill in amount you are shipping
  - D. Fill in customer name
  - E. Fill in amount of containers
  - F. Fill in packed / loaded by: (Use your initials)
  - G. Fill in audited by: (Use your initials)
  - H. Fill in the date:
  - I. Fill in revision level:

- J. Fill in order number:
  - K. Fill in item number if applicable:
  - L. When completed, continue on checking the necessary items required for shipment of part.
  - M. If you have enough parts for one full skid, circle the work "skid" and check position (1) one, if you have 3 skids of the same part you will have to fill out 3 spaces. As you load the skid, you will look at the items you normally would and fill out the dock audit sheet. If you have 15 containers you will circle the word "carton" and fill in 15 spaces as you do the audit.
4. If parts are defective, the Q.A. auditor will initiate a PMC non-conformance tag. The dock auditor will also let the Q.A. manager know about the non-conformance.
  5. The dock auditor will then tag the parts and have them transferred to the quarantine area for future dispositioning.
  6. When the audit is complete and information is correct, the Q.A. dock auditor will sign the certs and stamp the labels so the shipping department can ship the product.
  7. Traceability will be maintained by use of the production date on the label.