

Jemison Demsey Level III

Quality Management Procedure

Index No:	Issue Date:	Change Level:	
8.3.3	11/09/2009	Revision A	
Issued By:	Revision Date:	Approval:	
Director, Quality	n/a	Director, Operations	
Title: Inspection Checkpoints		Page:	1 of 3

1.0 Purpose

The purpose of this procedure is to provide a comprehensive list of required inspection checkpoints for each site.

2.0 Scope

This procedure provides mandatory checkpoints on material, from receiving, through processing, and subsequently to shipping. These are minimum requirements; sites may amplify or increase inspection requirements locally.

3.0 Applicable Documents.

- 3.1 Control of Nonconforming Material – QMP 8.3
- 3.2 Corrective and Preventive Action – QMP 8.11

4.0 Applicable Records.

- 4.1 FIT Case System
- 4.2 Local Forms, as required.

5.0 Responsibility

- 5.1 Personnel performing the tasks listed in Table 8.3.3.1 are responsible for completing the corresponding inspection requirements.
- 5.2 When material is rejected, a Quality representative will take appropriate actions (Internal NCR, mill claim, etc.).
- 5.3 When material is nonconforming, the individual finding the discrepancy will reject the suspect material, and affix a “Reject” tag to the material.

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TASK	RESPONSIBILITY	INSPECTION	SLITTER	CTL
Receiving	Receiving	Visual Inspection	X	X
Receiving	Receiving	Weight	X	X
Receiving	Receiving	Measure width, OD, ID	X	X
Receiving	Receiving	Check OD & ID gauge, if possible	X	X
Stage for job	Operator	Check tag # vs. consumption job tag #	X	X
In Line Inspection	Operator	Width of all master coils at entry side of knives after recoiler threaded	X	X
In Line Inspection	Operator	Width and gauge vs. work order after knives	X	
In Line Inspection	Operator	100% gauge check by gamma, if equipped	X	
In Line Inspection	Operator	Manually check gauge of tail	X	
In Line Inspection	Operator/Helper	Visual check for flatness		X
In Line Inspection	Operator/Helper	Visual check of top, bottom (as applicable) and sides (surface & shape)	X	X
In Line Inspection	Operator	Check 1st sheet per bundle-top, bottom, square		X
In Line Inspection	Operator	Check 1 sheet per bundle - width, length, square		X
Packaging	Cut Line Packager	Check width, length, weight		X
Packaging	Cut Line Packager	Inspection of top sheet, shape , and packaging		X
Pack Line	Pack Line	Visual inspection	X	
Pack Line	Pack Line	Check width vs. tag width	X	
Shipping	Shipping	Check Tags vs. Loading Order	X	X
Shipping	Shipping	Visual of condition and packaging	X	X

Table 8.3.3.1

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6.0 Application

- 6.1 The "Slitter" and "CTL" columns in Table 8.3.3.1 indicate the process for which the material is being inspected.
- 6.2 Table 8.3.3.1 provide a minimum list of inspection requirements. Other inspections may be performed as required, or on a case-by-case basis.

Revision Changes:

- A. Original to ISO 9001:2008

FOR REFERENCE ONLY