

Final Inspection & Testing**1.0 PURPOSE**

Pre Dispatch Inspection of parts in final inspection & packing department.

2.0 SCOPE

Applicable for inspection of all parts before dispatch.

3.0 PROCESS

Sr. No.	Activities	Ref. Doc. / Record	Responsibility
3.1	Receive material from production along with Material Movement Card.	--	Inspector
3.2	Ensure that old tags are removed from inspection table before taking on table.	--	Inspector
3.3	Take the part from loose bins. Ensure that loose bins are identified, parts are taken from this bins only.	--	Inspector
3.4	Inspect the finished product as per PDI Checklist & prepare the report.	PDI Checklist	Inspector
3.5	Ensure the correct sticker on each packet of the inspected parts as per packing standard.	--	Inspector
3.6	Ensure packing date, part no., customer part no. & batch no. along with QR code on each pasted sticker.	Packing Standard	Inspector
3.7	Inspector to ensure left over parts before loading new parts on	Packing Standard	Inspector

Distribution : MR, FI, Packing & Dispatch, FG Stores

Reviewed By : Kuldeep
Sharma
(Final QA)
Sign :
Date :

Approved By : Pavan waral
(QA)
Sign :
Date :

Issued By : Sharan Nule
(MR)
Sign :
Date :

STANDARD OPERATING PROCEDURE

Final Inspection & Testing

Sr. No.	Activities	Ref. Doc. / Record	Responsibility
3.8	table & transfer the batch to dispatch department. Keep the non confirming parts in quarantine area.	--	Inspector
3.8.1	During packaging ensure polybag not to be punched for zinc flake coating parts.	--	Inspector
3.9	Part number sticker / Labels to be given after verification of the parts only, either to the inspection table or dispatch team.	--	Supervisor
3.9.1	Torn-out packet at FG store to be get back to packing stage for 100% inspection and re-packing at packing stage only.	--	Supervisor
3.10	Receive the part wise dispatch plan along with batch no. & packing date from Finish Good Store.	Dispatch Plan	FG Supervisor
3.11	Take the printout of the part inspection report w.r.t. batch no., part no. & packing date.	--	Inspector
3.12	Take the photo copies of the PDI report as per the number of invoices.	Invoice	Inspector
3.13	Attach the PDI reports with each individual invoice & handover the same to Dispatch department.	--	Inspector
3.14	Reconfirm the number of parts loaded in the vehicle & attached PDI copies with respective invoices.	Loading Slip	FG Supervisor
3.15	Handover the bunch of invoice with PDI reports to the vehicle driver.	--	FG Supervisor
3.16	After leaving the vehicle from dispatch department gate security will ensure the PDI copies are attached to each individual invoice.	--	Gate Security
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STANDARD OPERATING PROCEDURE**Final Inspection & Testing**

Sr. No.	Activities	Ref. Doc. / Record	Responsibility
3.17	If any discrepancy observed security person will inform the same to FGS in charge & will hold the vehicle till the necessary corrections are done. After reaching the vehicle at customer end the driver will ensure that the PDI copies are kept in specified boxes.	-- --	Vehicle Driver

4.0 RECORDS

Sr. No.	Format No.	Description
1		
2		
3		

5.0 DOCUMENT REFERENCES

Sr. No.	Reference No.	Description
01	11/S/03	Packing Standard

6.0 REVISION HISTORY

Rev. No.	Revision Date	Description of revisions
01	14.06.2024	Sticker issuing authority added
02	24.10.2024	Torn out packet at FG to be packed in packing

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