

1.0 RESPONSIBILITY

The Quality Manager/Management Representative is responsible for the activities identified in this procedure. Other designated individuals may be involved in these areas as required by the procedure.

2.0 PROCEDURE

2.1 Material Receiving will note "subject to check" on the delivery ticket and release the delivery driver, after delivery of material.

2.2 Using the Purchase Order and/or Packing List, Material Receiving will verify individual items, circling those received in full. Those items received as partial shipment or over shipment will be denoted on the Packing List and/or Purchase Order. Material Receiving will also note any discrepancies in description or material specification.

2.3 Initial inspection will include verification that item markings are in accordance with the applicable ASTM/ASME/API material specification and that there is not any visible damage to material surfaces, bevels, or flange faces. Heat numbers shall be matched up with material test reports.

2.4 Material Receiving will inform Quality control upon receipt of any material which received special services such as bending forming or partial fabrication by someone other than Bendco Inc.

2.5 Material Receiving will verify that all material restrictions as specified on job instructions sheet or customer approved manufacturer's list are correct for material items. (A Receiving Inspection report shall be completed.)

2.6 All material, which is in compliance with customer specifications, will then be given a job number. Receiving shall mark job number, PO number, heat number, material marking on the part then released for fabrication.

2.7 Any materials not in compliance with project requirements shall be rejected by Material Receiving in conjunction with Inventory Control and Purchasing and this material moved to specified holding area if practical.

	CONTROL COPY DATA		DATE
Prepared By:	GORDON AAKER		DECEMBER 07, 2016
Reviewed By:			
Approved By:			
Issued By:			
Issued To:			



BENDING PROCEDURE 1 MATERIAL RECEIVING

**P. O. Box 5811
Kingwood, Texas 77325**

Office: 832 418 9180

Fax: 713-8428

SKYPE: 281 968 0727

2.8 On receipt of material requiring any supplementary testing or inspections, material Receiving will notify appropriate Project Manager.

3.0 Customer furnished material (CFM)

3.1 On receipt of customer furnished material, material receiving will perform all Inspections as specified.

3.2 Any abnormalities will be noted on the packing list or Material Receiving Report.

3.3 All nonconforming material will be segregated and/or identified as rejected and a Non-conformance Report shall be issued.

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