

Moline 4<sup>th</sup> 11/21/19

*Brandon Boyer*

Human Resources indicated the will be releasing a new employee handbook for the Moline location sometime during the first quarter of 2020

**Receiving – Rick Dibbern**

UPS had delivered 13 packages; Rick indicated that trucks and Fed Ex would not arrive until later in the morning.

PO 103497 – part had C of C paperwork when product was received – he placed the C of C paperwork in a file which he indicated would be kept for a period then discard

It was indicated that there are several C or C documents that are given to Brandon as they are required for UL inspections;

PO 103485 – after the item was received; the receiver was unable to determine if the materials should be placed in stock or set aside; the materials were set aside where the receiver proceeded to go speak

verbally to purchasing who then referred him to Brandon; Brandon said he'll make a decision on what to do with the parts. When the auditor inquired as to what he was going to happen to the parts it was indicated that this is typically material that is ship to ARC for kitting but since they had been slower, he may consider keeping the kitting in house vs sending to ARC. The materials were still sitting on a receiving cart when the auditor left in mid afternoon

Receiver indicated that when he finds damaged product, he sets it aside for Julie Olson

PO 103373– PCB; this was the first receipt of the item and required a first article inspection; this first article inspection which is completed by the QA person Lisa; receiver proceeded to deliver the products to a specific area so they could be inspected;

Auditor inquired what type of inspection would be completed and it was indicated since it was a new PCB, she would review the CAD file and the print then complete the inspection. Once the inspection was completed the item would be taken back to the receiver for receipt and to be put away. This process would also be used if there has been a revision change on a PCB

PO 103386 – Order of PCB's most are sent with sample PCB's from the supplier; receiver indicated that he discards them and does not place them with the finished goods as they are not production quality PCB's.

The receiver's communication with the various departments was conducted verbally and in person; when asked if he used e-mail as a form of communication it was indicated he did not

Packing Slips – are placed in a tray and then placed on a file cabinet (photo attached)

Purchasing – Penny Wethington

Reviewed a purchase order 103442; purchasing issued the PO to Beyond Components and produced the confirmation from the supplier; the item shipped prior to the confirmation date and was received on 11/12

Penny shared her list of reports the QTY of reports she receives daily are 13 separate reports  
We discussed most of them as she provided examples; the PIR report she indicated she did not know what it was for and she never used it; at other Dee locations PIR is worked by the Quality Control Coordinator

Penny prefers to use e-mail for communication with suppliers so a trail can be had

When Penny was asked what her time-consuming tasks were in a day's time the following was mentioned

Quotes – she has been doing a fair amount of quotes for sales; quotes are done due to a price increase on existing items where a price increase has been indicated; it was indicated that the request for the quotes has come from VP of Sales; Penny was under the impression that this was a sales function; but when she has informed sales the request for a new quote gets kicked back to Penny

Penny inquired if the following reports could be web based; both Brandon and Penny receive these reports;

Open Purchase Orders with No Confirm Date (Excel Format)

Purchase Orders Not Confirmed Received by Supplier

Penny spends a fair amount of time fielding questions from Brandon as to the status of these reports; Penny feels it is a connected to their arrival times – Penny arrives early and works the reports; updating as she goes along; Brandon arrives later then asked questions based upon the report at hand, yet Penny has already worked the report

Julie Olson

Discussed CAR 7183; brackets on backwards

Item has not been flagged anywhere regarding the possibility of brackets being backwards; no mention of root cause or corrective action to correct

Suggestions

Rick Hardeman

Illinois has passed a new law which begins 1/1/2020 regarding sexual harassment training to be conducted in the workplace; he is curious how Dee Electronics will handle this new law; who will conduct the training and how will it be documented that it has been completed

Brandon Foley

Brandon had questions on the ship complete process; he had received what he felt was conflicting information from JW and Johnny Dobbs; he indicated that a flow chart had been provided to him however didn't feel it was applicable to the ship complete process (process chart attached); it was also noticed that Brandon's training log reflected no training on the ship complete / short ship process

Remove the hanging sign above the eye wash station since this eye wash station has been dismantled

Training Log is not being used

Quality Manual Review

QM section QP7301 / 1.1 – consider review of the stated QM

Section indicates there is a general orientation and quality system training conducted; everyone I spoke to indicated this does not occur

QM section QP1210 / 3.0 – C of C or C of A

Current process being followed is not what is documented in the QM

QM section QP1210 / 4.0 – Receiving / Inspection Review

Current process being followed is not what is documented in the QM

QM states that any quality issues of damage or incorrect product communication is to go through purchasing vs Quality

QM section QP1220 / 4.0 – Purchasing Review

This process is not being completed as stated in the QM

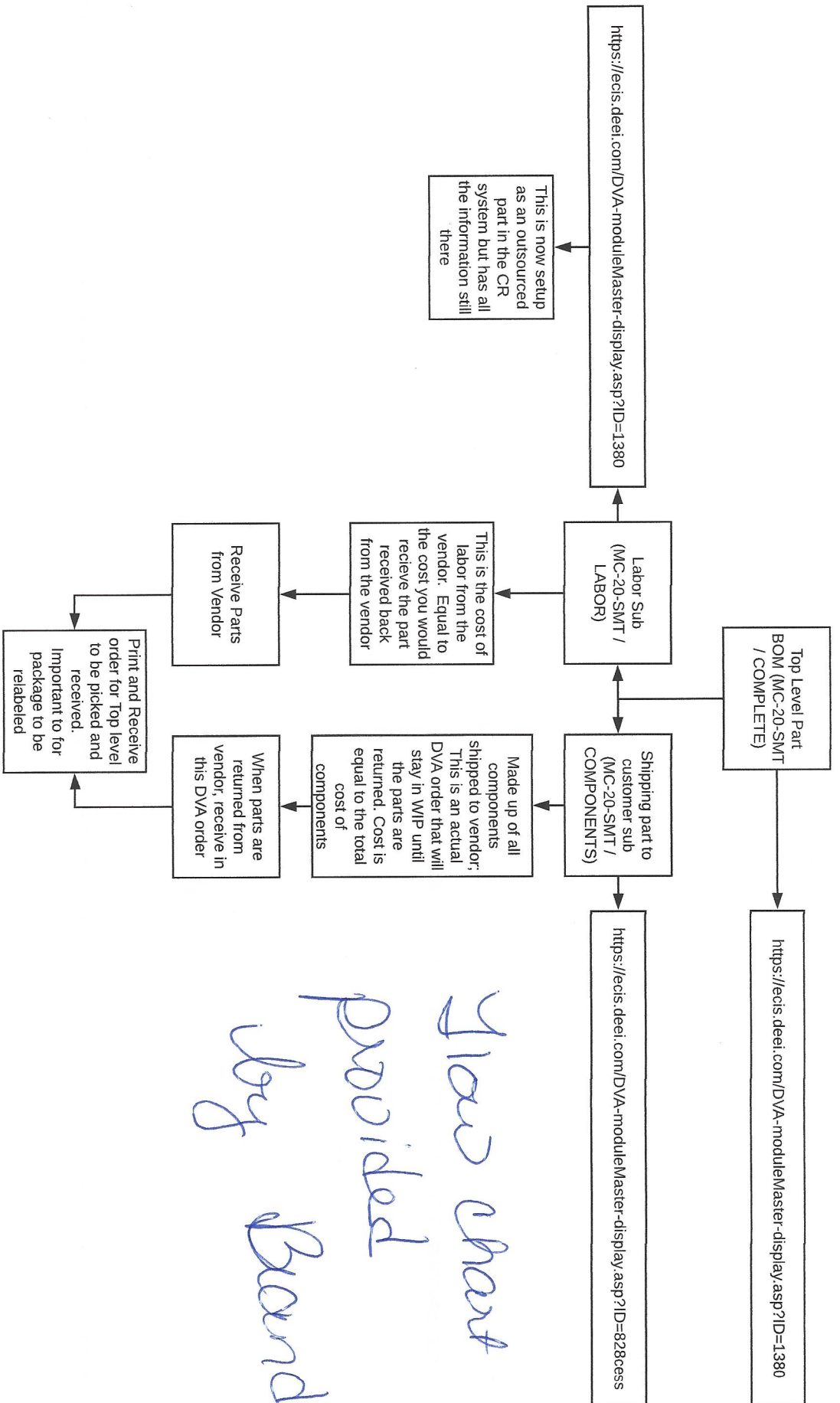
**Brenda Boyles**

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**From:** Brenda Boyles <bboyles1957@icloud.com>  
**Sent:** Tuesday, December 3, 2019 6:48 AM  
**To:** Brenda Boyles



*Packing  
slips*



*Flow chart provided by Brandon*

# HARRINGTON QUALITY MANUAL

ISO9001:2015 Standard (if this document is printed or copied, it is an uncontrolled document)

## 4.3 THE SCOPE OF THE QUALITY MANAGEMENT SYSTEM

Harrington Signal Inc.'s quality management system has been established, taking into account the external and internal issues referred to in 4.1; and the requirements of relevant interested parties referred to in 4.2; and the products and of the organization.

**Harrington Signal is a business that performs Sales, Customer Service, Manufacturing, Assembly, and other Value-Added functions with components and assemblies for its Original Equipment Manufacturer (OEM) Clients/Customers.**

Harrington developed and implemented a quality management system to demonstrate its ability to provide consistently, product that meets customer and applicable regulatory requirements, and to address customer satisfaction through the effective application of the system, including continual improvement and the prevention of nonconformity. Harrington believes that determining, implementing of, and continued improvement of processes and systems (process approach) drives desired outcomes.

The quality system complies with the international standard ISO 9001:2015.

The manual is divided into sections modeled on the sectional organization of the ISO 9001:2015 standard. Sections are further subdivided into several subsections representing main quality system elements or activities.

11-12-19  
BS

The purpose of this manual is to define and describe the quality system, to define authorities and responsibilities of the management personnel involved in the operation of the system, and to provide general procedures for all activities comprising the quality system.

Another purpose of this manual is to present the quality system to our customers and other external interested parties, and to inform them what specific controls are implemented at Harrington to assure quality.

The quality management system shall be relevant to the nature of our organization and products, and to customer and regulatory requirements. For this reason, those requirements of ISO 9001:2015 that do not apply are excluded from the scope of our quality system.

### PROCEDURAL POLICIES

The following rules and criteria are used for excluding irrelevant requirements:  
1. An ISO 9001:2015 requirement may be excluded only when both of the following conditions are met:

a) The requirement must be within ISO 9001:2015 Clause 4.3

b) The exclusion may not affect our ability, nor absolve us from the responsibility, to provide product that meets customer and applicable regulatory requirements.

2. The President is responsible for identifying those requirements of ISO 9001:2015 that do not apply to our organization or products, and to propose exclusions of such requirements from the scope of the quality system.

3. Top executive management has the responsibility and authority for evaluating whether the proposed exclusions are appropriate, and for approving them.



Evaluation and approval of exclusions are conducted within the framework of management reviews of the quality system.

4. Any exclusions taken are documented in this section of the quality manual. The excluded requirements are precisely identified with reference to specific clauses and/or statements in the standard. There is also a brief justification why the exclusion is taken and why it is appropriate.

### EXCLUSIONS

**1. Exclusion:** ISO 9001:2015 Section 8.3, Design and Development of products and services, including all subsections

**Justification:** Harrington does not design or develop products. All principal product characteristics are specified by the customers or their consultants. Harrington is a Contract Manufacturer and Value-added Distribution company which buys, assembles, and resells products designed by other companies.

Referenced Procedures:

QP4301 – Determining the Scope of the Quality System

### Revision History:

Revision	Date	Description of Changes	Approved By
1.0	8/17/18	Digitized version	Todd Gifford
0.0	07/03/17	Initial Release	Jim Theesfeld



# HARRINGTON QUALITY MANUAL

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## QP4301 DETERMINING THE SCOPE OF THE QUALITY MANAGEMENT SYSTEM

### PURPOSE

The purpose of this procedure is to:

- a) Identify documents defining the quality management system, production processes, and products; and
- b) Assign responsibilities for establishing and maintaining the documentation.

### APPLICATION

Scope: This process pertains to all documents utilized in the Dee Electronics quality system.

### PROCEDURE

#### 2. Quality manual

2.1 The purpose of the quality manual is to:

State the company's principal quality policy as well as specific policies related to particular elements of the quality system;

Define and describe quality system processes, their sequence, and interrelation;

Define responsibility and authority of management personnel involved in the operation of the quality system; and

Outline general procedures for various activities comprising the quality system, and reference applicable Operational Procedures.

2.2 The President and VP of Quality formulates the principal quality policy and approves the quality manual. The President and VP of Quality is responsible for maintaining the manual. The quality manual is authorized by the President and VP of Quality.

**Revision History:**

Approved	By	Description of Changes	Date	Revision
	Jim Theesfeld	Initial Release	07/03/17	0.0
	Todd Gifford	Digitized version	8/17/18	1.0

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## 7.3 AWARENESS

Personnel are kept aware of the quality policy, quality objectives, and their contribution to the effectiveness of the quality management system, including non-conformances, through regular production meetings, individual corrective action communications, company newsletter, or quality training.

Reference Procedure:

QP7301 – Awareness Processes

### Revision History:

Approved By	Revision	Date	Description of Changes
Jim Theesfeld	0.0	07/03/17	Initial Release
Todd Gifford	1.0	8/17/18	Digitized version



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DB

## 8.4 CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS AND SERVICES

### 8.4.1 General

The purchasing process is essential to Harrington Signal Inc.'s ability to provide our customers with products that meet their requirements. Harrington Signal Inc. ensures that purchased product conforms to specified purchase requirements. Harrington Signal Inc. accomplishes this by controlling our supplier base and inspecting purchased product as required. Obviously, the type and extent of control applied to the supplier and the purchased product shall be dependent upon the effect of the purchased product on subsequent product realization or the final product.

It is the responsibility of the Purchasing Manager and the Purchasing Department to evaluate and select suppliers based on their ability to supply product in accordance with specified requirements. Manufacturing may be called on to assist as required. Criteria for selection, evaluation and re-evaluation are defined in the Externally Provider Evaluation procedure.

### 8.4.2 Type and extent of control

Purchased items and materials are verified for correctness by the Receiving Department. If additional inspection is required, it is noted on the purchase order and the item is sent to Quality Inspection for further inspection.

Should Harrington Signal Inc. or any of our customers decide to perform verification at the supplier's premises, the verification arrangements and method of product release shall be stated in the purchasing information.

### 8.4.3 Information for external providers

Harrington Signal Inc. uses purchase orders (PO's) to describe the product to be purchased, including where appropriate:

- Requirements for approval of product, procedures, processes and equipment
- Requirements for qualification of personnel
- Quality management system requirements
- The Purchasing Department is responsible for ensuring the adequacy of specified purchase requirements before their communication to the supplier.

Processes have been established for the external providers' interactions with the organizations, control and monitoring of the external providers' performance, and the verification or validation activities that the organization, or its customer, intends to perform at the external providers premises.

### Reference Procedures

QP1210 Receiving Inspection ✓

QP1220 Purchasing ✓



1. Company-wide training and awareness programs

### III PROCEDURE

The Responsibility and Authority for activities relating to this element of the standard have been assigned to the Top Management. Team members are charged with the responsibility to implement the procedure as written, and have been granted appropriate freedom and authority to do so.

This procedure applies to training and awareness provided by Dee Electronics. This procedure concerns Human Resources and all departments that provide training for their employees who affect quality and conformity to product requirements.

### II APPLICATION

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for determining training needs and providing the required training where applicable, for establishing awareness programs, and for maintaining training records.

### I PURPOSE

### QP7301 AWARENESS PROCESSES

ISO9001:2015 Standard (if this document is printed or copied, it is an uncontrolled document)

# HARRINGTON QUALITY MANUAL

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a new  
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1st Qtr  
2020

**1.1 General orientation and quality system training:** The President, Human Resources, CEO/Treasurer, and Vice President, Sales, General Manager, and Operations Manager provide employee orientation training to all new and existing employees. This training familiarizes employees with administrative rules, employee programs and benefits, etc.; and explains what Harrington does, who our customers/suppliers are, and the quality system. At a minimum, the overview and quality system training comprises:

Harrington Mission and Purpose;

Presentation of the company's quality system;

Discussion of quality policy; and

Explanation of how individual employees can contribute to maintaining and improving the quality system.

**1.3 Use of company-wide systems:** Employees are trained in the use of interdepartmental systems, such as part and material coding/numbering system, bar-code system, retrieval and creation of electronic (computer) documents and records, and so forth.

**1.4 External training:** External Training is evaluated on a case-by-case basis, and approved by Executive Management.

**1.5 Self-study:** Dee Electronics encourages personnel on all levels to read professional reports, magazines, and books.

2. Training effectiveness evaluation

The following methods and approaches are used for evaluating the effectiveness of training provided:

*Summary for review*

Performance evaluation of trained employees, via annual performance

assessments.

Review of the overall performance in areas relevant to particular training

programs. *Rick Doudeman -*

*SP employee retention is required on a case by case basis*

Consideration of competency and training when investigating causes of

quality system failures and product or process nonconformities.

*it will be conducted*

A global review of all training and awareness programs, conducted

within the framework of management reviews of the quality system.

*use CAPS*

*01 01*

*BCIS*

*to review to provide*

*Approved*

*training*

**Revision History:**

Revision	Date	Description of Changes	By
0.0	07/03/17	Initial Release	Jim Theesfeld
1.0	8/17/18	Digitized version, procedure changes to work with new management structure	Todd Gifford

# HARRINGTON QUALITY MANUAL

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## QP1210 RECEIVING AND INSPECTION

**Policy:** Harrington Signal Inc. shall determine if products meet specified requirements prior to their use, if possible and practicable.

**Purpose:** To define appropriate methods for receiving materials, components, parts, finished goods, etc., inspecting them when required, and determining their disposition.

**Scope:** This procedure applies to receipt of all incoming items.

**Responsibilities:** Receiving Personnel are responsible for receiving materials.

inspecting for correct items, quantities, and possible damage/nonconformity; stocking items; and forwarding

paperwork to Purchasing (issues with incoming product) or Accounting (paperwork).

Accounts Payable is responsible for paying invoices.

The Purchasing Department is responsible for contacting

vendors in case of damaged shipments or discrepancies.

Quality is responsible for conducting detailed examinations of

incoming materials when required; recommending

acceptance or rejection of goods to the Purchasing Manager

or designate.

*Quality*

*Purchasing*

*DM - BG/Kag*

*Proc. Admin*

*11-21-19*

Certificate of Analysis (C of A) – External providers written statement, authorized by contract or purchase order, certifying that supplies or services comply with contract requirements based on quantitative instrumented physical or chemical analysis of representative samples taken from the shipment accompanying the certificate.

Certificate of Conformance (C of C) – External providers written statement, authorized by contract or purchase order, certifying that supplies or services comply with contract requirements, signed by a responsible individual, and displaying part number and version number, buyer's purchase order (PO) number, PO date, and PO revision number. Also called "Certificate of Compliance".

Direct-to-stock (DTS) – Parts/supplies placed directly into stock without inspection; done to reduce duplicate inspections and where a vendor has a history of providing satisfactory quality.

First article inspection (FAI) – Process monitoring of key characteristics to ensure that parts can be manufactured continually, in compliance with specifications, and with minimum variation.

Positive recall – Where incoming product is released for urgent production purposes prior to verification, it is positively identified and recorded in order to permit immediate recall and replacement in the event it is found not in conformance to specified requirements.

## Procedure:

## 1.0 RECEIVING AND STOCKING

1.1 Receiving shall review all incoming shipment documentation against purchasing expectations (see QP1220 PURCHASING) and communicate such discrepancies to the Purchasing Department.

1.2 Receiving shall visually inspect all incoming shipments for possible damage.

- If damage is apparent (e.g., packaging is dented or punctured, leakage is evident), Receiving should notify the Purchasing Department and move the suspect shipment to the appropriate holding area for determination of disposition, in accordance with QP1030 CONTROL OF NONCONFORMING OUTPUTS.
- Management shall determine if a damaged shipment may be conditionally accepted and damaged items returned or the entire shipment is to be rejected and returned. The Purchasing Department shall file claims against the shipper, where applicable.
- If the shipment shows no signs of damage:

Information on the packing slip shall be matched with the incoming shipment; and item inventory shall be updated.

1.3 Where the vendor and Harrington Signal Inc. have a “direct-to-stock” agreement in place, Receiving shall move incoming items directly to their appropriate storage area(s).

1.4 For items that must undergo a detailed inspection to conform to contractual or other requirements, Receiving shall notify Quality and move the shipment to the appropriate holding area.

1.5 Receiving shall update the computer System with the appropriate information, move incoming items to their appropriate storage areas, and forward

the packing slip to Accounts payable for reconciliation with the related purchase invoice.

1.6 Receiving shall not place parts, components, supplies, etc., into inventory unless they are found to conform to specified requirements, unless they are released under *positive recall* or are DTS items.

## 2.0 DETAILED INSPECTION

2.1 A first article inspection (FAI) report may be required on some items (e.g., new parts, part revisions). If Harrington Signal Inc. requires an FAI report of the vendor, the Purchasing Manager shall verify that it addresses Harrington Signal Inc.'s requirements.

2.2 If multiple part numbers are included in a shipment, each part will be segregated and handled (e.g., inspected, put into stock) according to applicable requirements.

2.3 The Quality Inspector shall record found nonconformities (nonconforming red tag), review the event/situation and place those products "on hold" in accordance with QP1030 CONTROL OF NONCONFORMING OUTPUTS.

Regardless of that determination, the Quality Inspector shall maintain this record for vendor evaluation, in accordance with QP1120 EXTERNAL PROVIDER EVALUATION. The Purchasing Manager shall be notified of nonconforming product by the Quality Inspector.

*Inspection and documentation are documented in the QIP file -*

*Disa used QIP file  
new parts  
on now &  
FAI change*

4.1 The Purchasing Manager shall periodically review and analyze the ability of the receiving inspection process to ensure that externally provided process, products and services do not adversely affect the organization's ability to consistently deliver conforming products and services to its customers.

4.2 The Purchasing Manager shall periodically review and analyze related reports for nonconformities and trends. If found nonconformities, trends, or occurrences suggest a need for corrective action, the Purchasing Manager shall ensure that any such action is taken in accordance with QP1040 NONCONFORMITY AND CORRECTIVE ACTION.

## 4.0 RECEIVING/INSPECTION REVIEW

*Summary*

3.1 Items in this category, while similar to DTS items in that they do not require inspection, must be accompanied by a "C of C" or a "C of A" when moved into inventory. The certificate shall be filed by the Quality Manager and reference to the certificate.

3.2 Receiving shall notify the Purchasing Department when a C of C or C of A shipment is not accompanied by the required certificate and move the shipment to the appropriate holding area, pending investigation and resolution of the problem by the Purchasing Manager.

*See Summary*

## 3.0 ITEMS RECEIVED WITH CERTIFICATES (C of C or C of A)

2.4 The Quality Inspector shall stamp acceptable items and notify Receiving personnel to update inventory and place items into stock. Receiving label shall indicate part number (and other identifiers, if needed) and date of acceptance.



4.2 The Purchasing Manager shall report to Top Management on the effectiveness of the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements and are communicated at Management Review meetings (accordance with QP1060 MANAGEMENT REVIEWS).

**Effectiveness Criteria:**

- Timely processing of incoming goods
- Timely inspection of received goods (cycle time)
- Material availability for production
- Production down time due to material shortage or poor quality is kept to the minimum possible

**Revision History:**

Revision	Date	Description of Changes	Approved By
1.0	8/17/18	Digitized version	Todd Gifford
0.0	07/03/17	Initial Release	Jim Theesfeld

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## QP1220 PURCHASING

**Policy:** Harrington Signal Inc. shall ensure the adequacy of purchasing requirements prior to their communication to external providers.

**Purpose:** To define appropriate methods to communicate requirements to external providers for materials, supplies, and services used to produce goods and/or services.

**Scope:** This procedure applies to the purchase of all inventory items, supplies, materials, subcontracted services, and capital equipment affecting the quality of Harrington Signal Inc.'s products and services.

**Responsibilities:** All Employees requiring products or services for production of Harrington Signal Inc.'s products must complete purchase requisitions specifying items for purchase and obtain required approvals.

The Purchasing Manager or designate is responsible for evaluating suppliers, maintaining raw material inventories, placing orders with approved suppliers, and negotiating pricing with suppliers.

*Blender*

The Purchasing Manager or designate is responsible for ensuring inspection requirements are included on Purchase Orders where needed.

*Dee*

Receiving Personnel are responsible for receiving and, where necessary, inspecting materials and forwarding all paperwork to Accounts Payable for external provider/shipper payment.

*DM*

Accounts Payable is responsible for payment of invoices only after satisfactory completion or delivery of goods/services has been made.

*Pommy*

Purchase – Acquire by financial transaction; “purchasing” can be taken to mean leasing and other ways of obtaining materials or services.

**Definitions:**

**Procedure:**

# 1.0 Order Determination and Requisition

1.1 The Purchasing Manager or designate shall determine reorder quantities of standard production inventory items/components by comparing available stock on hand with the requirements to satisfy the production plan.

1.2 For non-inventory production items, including supplies, engineering components, and services, the originating individual/department shall prepare a PURCHASE REQUISITION. Requisitions should be completed and approved with the following items and any additional supporting documentation, as appropriate:

- Complete description of part, model numbers, processes, products or service to be performed;

- Product, process or service specifications;
  - Quantity and costs required;
  - Date required;
  - Requirements for methods, processes or equipment;
  - Requirements for competence or qualification of employees;
  - Communication requirements for interactions;
  - Requesting department and accounting code;
  - Recommended external provider, if applicable;
  - Customer, regulator, Quality Management System, Harrington Signal Inc., and other requirements;
  - Requirements for verification or validation activities that the organization, or its customer, intends to perform at the external providers premises.
  - Special release or shipping requirements; and
  - Special inspection requirements upon receipt.
- 1.3 External provider selection for inventory and non-inventory items and subcontracted services shall be conducted in accordance with QP1120 EXTERNAL PROVIDER EVALUATION.

## 2.0 Order Placement

2.1 The Purchasing Manager or designate shall analyze terms, external provider pricing, price/quantity breaks, etc., and order accordingly, taking care of Harrington Signal Inc.'s best interests while doing so. The Purchasing Manager or designate shall obtain – from the requestor – approval of any material variance prior to placing the order.

2.2 The Purchasing Manager or designate shall review specified purchase requirements with Manufacturing and Stockroom personnel to ensure adequacy of requirements prior to the Purchasing Manager communicating them to the external provider(s).

2.3 The Purchasing Manager or designate shall complete Purchase Order with all applicable information (see purchase requisition data above). The Purchasing Manager or designate should include arrangements and method of product release in the purchasing information.

2.4 The Purchasing Manager or designate and the requesting party (when required) shall review the purchase order for accuracy and consistency, then indicate in the form that it was reviewed.

2.5 The Purchasing Manager or designate may place orders by telephone, fax, mail, or online (e-mail or web form). When placing orders by telephone, the Purchasing Manager or designate shall record the external provider contact and date of order on the purchase order and follow up the call by sending a “confirming copy” of the purchase order to the external provider.

2.6 The Purchasing Manager or designate shall follow up on shipping, delivery, expediting, and partial shipments of ordered items, to assist Manufacturing in maintaining consistent production flow and ensure other departments’ operational requirements are also met. The Purchasing Manager or designate may telephone external providers, keeping an email record of follow-up activity with the Purchase Order when applicable.

### 3.0 Recordkeeping and Matching

3.1 Purchased items shall be received in accordance with QP1210 RECEIVING AND INSPECTION.

3.3 Receiving personnel shall match Receiving documentation with the open purchase order. If receiving and open PO can be reconciled, Receiving personnel shall forward the receiving documentation to Accounts Payable.

3.4 For partial shipments, receiving personnel shall forward receiving paperwork to Accounts Payable. The original purchase order shall be remain

Revision	Date	Description of Changes	By	Approved
0.0	07/03/17	Initial Release	Jim	Theesfeld

**Revision History:**

- Raw Material Inventory (in days)
- Materials for manufacture of Harrington Signal Inc.'s goods/services is readily available
- No nonconformities traceable to purchased materials, supplies or services

**Effectiveness Criteria:**

4.2 The Quality Manager shall periodically audit the purchasing process in accordance with QP1020 INTERNAL AUDITING to ensure its continuing suitability, adequacy, effectiveness, and conformance to various requirements.

needed.

4.1 The Purchasing Manager should periodically review the PURCHASE ORDER LOG for variances, trends, etc.; the log should also be compared with receiving and inspection logs (see QP1210 RECEIVING AND INSPECTION) for discrepancies, trends, etc. The Purchasing Manager shall report results of such reviews to affected departments (e.g., Inventory Control, Production) and Top Management in accordance with QP1060 MANAGEMENT REVIEWS or as

**4.0 PURCHASING REVIEW**

open until all items have been received. When all units have been received the purchase order will be auto closed.

*per Brandon  
not being completed*

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1.0	8/17/18	Digitized version	Todd Gifford
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