



# Materials Receiving Procedure

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**Coastal and Global Scale Nodes**  
**Ocean Observatories Initiative**  
Woods Hole Oceanographic Institution  
Oregon State University  
Scripps Institution of Oceanography



### Revision History

Version	Description	Originator	ECR No.	Release Date
1-00	Initial release	G. Dussault	1303-00270	2011-04-13

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## **1.0 Scope**

This Materials Receiving Procedure applies to the Woods Hole Oceanographic Institution (WHOI) Ocean Observatories Initiative (OOI) Coastal & Global Scale Nodes (CGSN) Implementing Organization and partner institutions, Scripps Institution of Oceanography (SIO), and Oregon State University (OSU). All purchased materials received shall be processed in accordance with this procedure.

## **2.0 Purpose**

This procedure documents the receiving process for purchased OOI CGSN materials. This procedure describes how materials, when delivered, are processed into the SL MRP system and placed into physical inventory.

## **3.0 Roles & Responsibilities**

It is the responsibility of the OOI CGSN Project Manager to administer this program. It is the responsibility of OOI CGSN employees involved with the receiving of purchased materials to adhere to this procedure. Specific responsibilities are identified in section 6.0 of this procedure.

## **4.0 Reference Documents**

1003-00000 Quality Assurance Quality Control Plan  
3101-00008 CGSN Quality Assurance Quality Control Plan  
3101-00026 Records Control Procedure  
3101-00075 Procurement Procedure  
3101-00054 Nonconforming Materials Procedure  
SL MRP Work Instructions

## **5.0 Definitions & Acronyms**

Material – The used of the term “material” within this document includes; raw materials, parts, assemblies, and finished products.

BOM - Bill of Material

MRO - Maintenance, Repair, Operations; MRO items are non BOM items

QCT – Quality Conformance Test

COC – Certificate of Compliance or Certificate of Calibration

COA – Certificate of Analysis (May be required for some raw materials)

NCMR – Nonconforming Material Report

SCAR – Supplier Corrective Action Request/Report

MRB – Material Review Board

Deviation – A written authorization, granted prior to the manufacture of an item, to depart from a specified requirement for a specific number of units or period of time.

Waiver – A written authorization to accept an item that does not meet a specified requirement but is considered to be suitable for use “as is” or after repair by an approved method.

RMA – Return Material Authorization; authorization from supplier to return material/product.

## **6.0 Procedure**

### **6.1. Receiving Inspection**

An inspection of all purchased materials shall be conducted upon receipt. The items received must be checked against the Packing List and Purchase Order to verify that the item and quantity received match what was ordered. This includes the receipt of a COC/COA, when one is specified. Each item received shall be inspected for any damage that may have occurred during shipment. If a Packing List vs. Purchase Requisition discrepancy or damaged item is discovered, Procurement is to be notified and the supplier contacted for a resolution. The inspection of MRO items is the responsibility of the individual that requisitioned the item.

### **6.2. Quality Conformance Test**

A Quality Conformance Test (QCT) of BOM items, when specified, shall be conducted to ensure the item meets required specifications. This QCT shall be defined in a QCT Procedure that is specific to the item, or for a category of items. Should an item fail to meet the requirements specified in the QCT, an NCMR shall be generate and processed per the Nonconforming Materials Procedure, document 3101-00054.

### **6.3. Disposition of Received Materials**

The individual that ordered an MRO item is responsible for ensuring it is dispositioned to the proper location. BOM items that have been accepted are to be entered as "received" in the SL MRP system and placed in a physical inventory (BIN) location. Refer to SL MRP Work Instructions for how to enter items into the MRP system.

### **6.4. Receiving Process**

Refer to Appendix A - Receiving Process Flowchart

## **7.0 Records**

Purchase Requisition/Order

Packing List

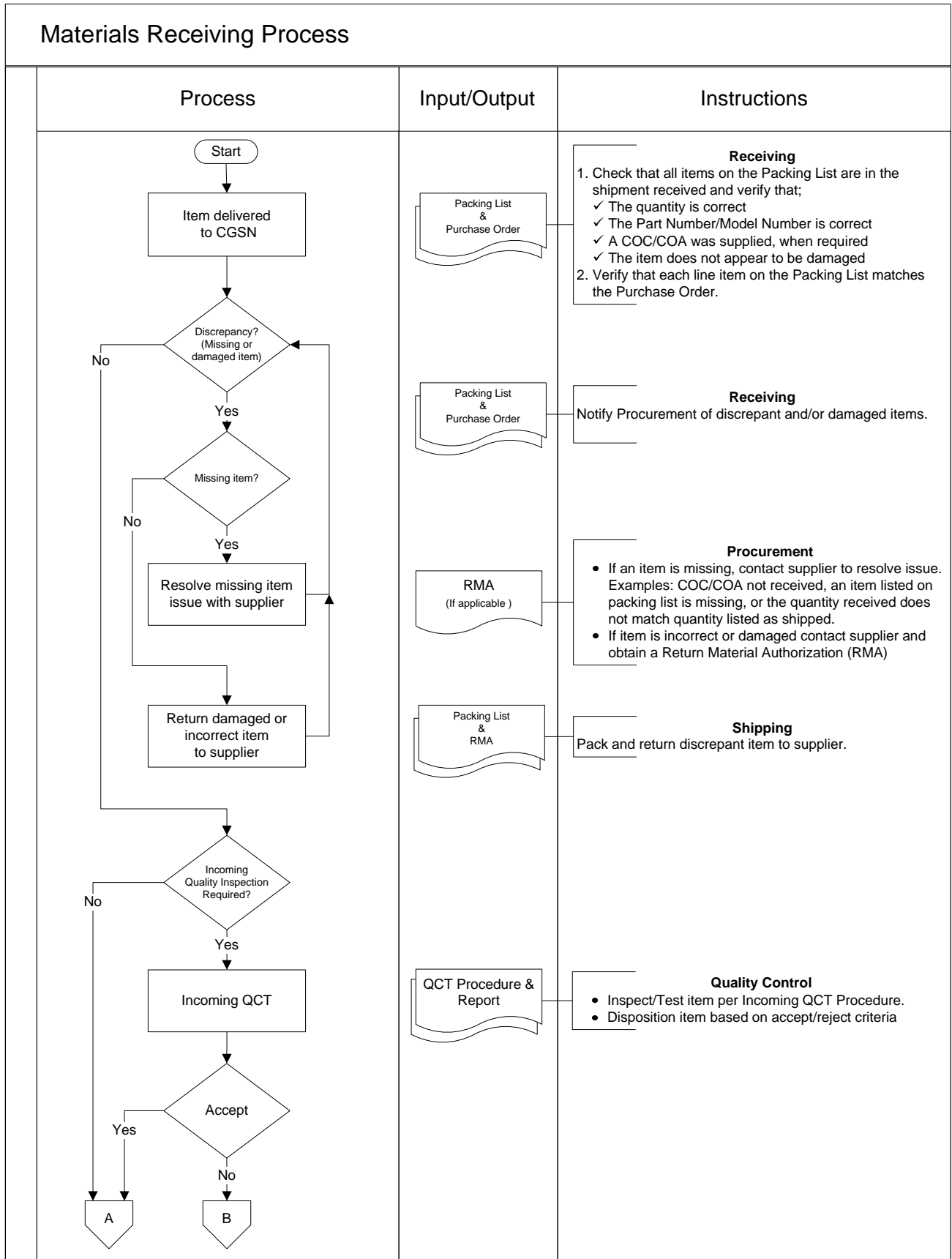
COC/COA

QCT Report (When required)

## **8.0 Attachments**

Appendix A - Receiving Process Flowchart

## Appendix A - Materials Receiving Process Flowchart



# Materials Receiving Process

