

James Walker	Profile Cutting Control of "Free Issue" Material	Date: Sep 6, 2021	Rev: 5	Page: Page 1 of 1	Document No: OPI 05 Approved by: Unit 4 Manager
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REASON FOR UPDATE: Change of responsibility also section 4, step 3 added to 'Including batch number if available'

ASSOCIATED DOCUMENTS: FMP Ref: [FMP 22](#)

1. PURPOSE

1.1 To provide a procedure for the control of 'Free Issue' Material.

2. SCOPE

2.1 This document applies to all those involved I the use and control of 'Free Issue' Material.

3. RESPONSIBILITY

3.1 The Unit 4 Manager is responsible for updating and communicating the details within this procedure.

4. PROCEDURE

Free issue raw materials are sometimes supplied by customers to be used in the production of items against their specific orders.

The following procedure should be carried out to maintain control of this material:-

1. The material should be checked on receipt to ensure it is of good visual quality.
2. Any discrepancy should be reported to the customer for corrective action to be taken.
3. The material must be identified with the Customer's Name, Material Type, if available, Customer Order No. and any other relevant information (Including batch number if available).
4. The material handler is responsible for linking the material to the Discrete Job.
5. Following production, any surplus material should be returned to the customer or labelled accordingly pending disposal instructions.