REASON FOR UPDATE: Removal of step 6 from first off stage

ASSOCIATED DOCUMENTS: FMP 14 , QPD 79, QPD 81, QPD 87 , F474

1. PURPOSE

1.1 To provide a procedure for General Inspection.

2. SCOPE

2.1 This document applies to all those involved with General Inspection.

3. RESPONSIBILITY

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

3.2 It is the responsibility of all personnel coming into contact with seals to ensure that they are clean and free from Foreign Object Debris.

4. PROCEDURE

Stage	Action Points
First Off	1. All manufacturing departments are to ensure a First Off is for each cavity is presented to Inspection prior to continuation of an order. 2. Use of Laboratory batch / bale list for rubber / fabric materials. 3. Visual and dimensional verification. Dimensions to be recorded in appropriate area on DJ 4. Other internal documentation / stamps appended. 5. Return to production to proceed with manufacture or address causes of rejection.
Critical Inspection *(This does not apply to ORing manufacture, See FMP 14, First off may be used as an alternative to Critical inspection for the Oring products)*	6. 100% visual and dimensional inspection of 3 seals (minimum) against the order / drawing requirements. 7. Critical inspection records maintained within the relevant department. 8. Use of relevant company standard JW 200 series. 9. Inspector / production stamp to signify sample approval / rejection. 10. Returned to production for corrective action, if necessary.
Batch Inspection	11. 100% visual inspection. 12. Dimensional inspection in accordance with relevant QPD 79 or as per customer requirements. 13. Overall depth, section and diameter to be recorded. 14. Segregation and identification of acceptable / rejected items. 15. Relevant Laboratory documentation. 16. Inspector's stamp appended.

Rejected Items	17. Responsibility of Inspector / Team Leader in accordance with QPD 81. 18. Liaise with Production supervision if necessary. 19. Review for possible re-works. 20. Scrap. 21. Analysis of non-conforming product to be carried to QPD87.
Rework	22. Re-trim. 23. Re-chamfer. 24. Other re-work as appropriate.
Lighting	25. Lighting levels measurement will be carried out once every month by member of the Quality Department using a calibrated Light meter. (recorded on F474 Lighting Level Record) 26. The LUX level in ambient light will be 500 Lux min if used for inspection. 27. The LUX level for X2 Magnification Viewers will be 1000 LUX min.