Customer Property
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this document is to define the manner in which Customer provided property (i.e. products, materials, tools, software, etc.) are identified and controlled at our company.

1.2 Scope
1.2.1 The scope of this procedure is applicable to the Quality System implemented at our company.

2.0 APPLICABLE DOCUMENTS

The following documents of the latest issue are applicable to the extent specified herein:

Industry/Commercial/Government Documents
ISO 9001:2008 Quality Management System Requirements

Internal
Document(s)
ATS-HRP-1001 Training and Certification
ATS-QAP-1004 Quality Records
ATS-QAP-1005 Nonconforming Material System

Form(s)
FORM 9601 Customer Property Tracking Record

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Quality Assurance - is responsible for preparing and maintaining this document.

3.1.2 Receiving Inspection - is responsible for complying the methods defined in this document.
4.0 REQUIREMENTS FOR CUSTOMER SUPPLIED PROPERTY

4.1 Receive Material/Products/Tools/Equipment/Software
4.1.1 Upon receipt of the Customer Supplied Material/Products, receiving person shall forward the material and documentation to the Receiving Inspection area. Customer Supplied Equipment/Tools and Material/Products shall be clearly identified as belonging to the Customer during the Receiving Inspection process.

4.2 Receiving Inspection of Customer Supplied Job Material/Products and Equipment/Tools/Software
4.2.1 Inspect the material for the following:
   a. Verify Part Number and Quantity are correct.
   b. For materials/products, verify that the items packaging is labeled with manufactures P/N, Qty and Customer Name (Optional)
   c. Verify material is not damaged

4.2.1.1 If Quality Assurance/Business Operations determines that a Customer’s supplied item(s) need additional inspection beyond what is defined above, Quality Assurance/Manufacturing Engineering will inform Receiving Inspection in writing with initials/date of the additional requirements. Quality Receiving Instruction (QRI) or other written and approved means may be used.

4.2.2 The Receiving Inspector shall stamp or write “QA Receiving Inspection Acceptance”, initial/date and record accepted quantity on the Customer’s Packing Slip or other itemized listing to indicate acceptance of the material. All material defects discovered during inspection shall be documented using the Defect Report form.

4.2.2.1 All nonconforming material shall be segregated, identified and dispositioned in accordance with ATS-QAP-1005, Non-conforming Material System. Sales or Quality Assurance shall notify the Customer when a nonconformance is detected.

4.2.3 Upon completing inspection of the Customer Supplied Material/Product or Tools/Equipment, the acceptable metal and non-metal material shall be routed to stock with the proper labeling (i.e. Customer Name, P/N and Qty.). All Customer Supplied Material shall be labeled with the Customer’s Name or Identification to prevent unauthorized use.

4.2.4 All nonconforming material shall be kept in the MRB hold area in Receiving Inspection until dispositioned in accordance with ATS-QAP-1005, Non-conforming Material System.
4.3 Customer Property Tracking
4.3.1 Business Operations shall prepare and maintain a list of all Customer Property using the Customer Property Tracking Record form. This list shall include Customer Property that resides at our Company facility and issued to Employees/1099 Employees or Consultant Subcontractors by the Customer for a project (i.e. computers, etc.).

4.4 Quality Records
4.4.1 Receiving Inspection, Defect Report and Customer Property Tracking Record records prepared to support this process shall be retained per ATS-QAP-1004, Quality Records.

4.5 Training
4.5.1 Personnel conducting this process shall be trained in accordance with this procedure and records retained per ATS-HRP-1001, Training and Certification.

5.0 QUALITY ASSURANCE

5.1 Audits
5.1.1 Quality Assurance shall audit this process as scheduled per ATS-QAP-1008, Internal Audits.