



3390 Gateway Boulevard
Fremont, CA 94538
USA

Document Title

Incoming Inspection Procedure

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Revision History

Rev No	DCN #	Changes	Effective Date	Approved
01		Initial Release	08/06/04	
02	0008	Modification of procedure	10/08/04	MY
03	0042	Revision Changed	10/19/04	MY
04	0715	Added IQC in section 3&6. Change Owner	07/28/09	YZ
05	0794	Added SQE responsible, Modified flow chart	12/30/09	JC
06	0806	Added Supplier PCN/ECN process	01/15/10	YC
07	0986	Added the requirements, added ship to stock, added the waiver request, re-wording.	05/23/11	A. Qin
08	1153	Yearly Review, Added PRD-CM-003 in, Change process owner	05/07/13	A. Qin

Incoming Inspection Procedure

Process Owner: Jeff Chen

Date: 05/06/13

Department Manager: Alex Qin

Date: 05/07/13



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1.0 Purpose

This procedure defines the process flow to verify the quality and performance of the purchased materials and services.

2.0 Scope

This procedure applies to all materials and services purchased from suppliers or contractor manufacturer that have affect on the final product quality.

3.0 Authority and Responsibilities

<ul style="list-style-type: none"> IQC/QA 	<ul style="list-style-type: none"> Perform and coordinate the incoming inspection activities. Coordinate the incoming inspections that conducted on the assigned departments. Collect and file the incoming inspection reports. Forward the nonconforming products to MRB.
<ul style="list-style-type: none"> Production and Engineering 	<ul style="list-style-type: none"> Support the incoming inspections to IQC on technical and manpower when necessary. Built up the IQC standard and provide technical supports.
<ul style="list-style-type: none"> SQE 	<ul style="list-style-type: none"> Communicate with suppliers to follow the requests on the incoming inspections. Release the SCAR to suppliers. Initiate the improvement programs with suppliers.
<ul style="list-style-type: none"> Purchasing 	<ul style="list-style-type: none"> Notify supplier to follow Optoplex supplier PCN/ECN process for any change on supplied parts.
<ul style="list-style-type: none"> MRB 	<ul style="list-style-type: none"> Review any major nonconforming material issues identified during receiving inspection or production, and propose proper disposition.
<ul style="list-style-type: none"> Suppliers 	<ul style="list-style-type: none"> Issue the PCN to notify Optoplex of preliminary ECN. Obtains Optoplex approval for any change of supplied parts. Prepare the Outgoing Inspection Report before shipping out.



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4.0 Definitions and Acronyms

IQC	Incoming Quality Control
SQE	Supply Quality Engineering
PO	Purchase Order
MRB	Material Review Board A panel of material management/purchasing, quality assurance and manufacturing / production representatives that reviews and dispositions nonconforming products..
SCAR	Supplier Corrective Action Request



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5.0 Flow Chart of Procedure

Flow Chart	Responsible	Notes	Record
<pre> graph TD A[Purchased Product transferred from Receiving] --> B[Perform Receiving Inspection] B --> C{Meet the spec.?} C -- No --> D[Forward the Non-conforming to MRB] C -- Yes --> E[Complete and file the Inspection Reports] E --> F[Transfer to Inventory] </pre>	Receiving	<ul style="list-style-type: none"> Receiving transfer the incoming products to IQC. 	Receiving Log
	IQC	<ul style="list-style-type: none"> Collect the inspection standards, related jig or fixtures, gages. 	IQC Inspection Status Log IQC Inspection Report
	IQC	<ul style="list-style-type: none"> Conduct inspection against inspection standards. 	
	IQC	<ul style="list-style-type: none"> Fill out the Form with attached IQC Reports and forward the non-conforming to MRB for disposition. 	IQC Inspection Report Please refer to MRB Procedure QP-83002
	IQC	<ul style="list-style-type: none"> Identify the passed products with labels or stamps. 	IQC Inspection Report
	Material Management		Material Transfer Form
	SQE		Refer to Supplier Management Procedure QP 74001



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6.0 General Requirements

6.1 Conduct the Qualification on Inspectors

The persons to perform the incoming inspections shall complete the necessary training courses on related work instructions and received the certificates.

6.2 Prepare the Inspection Standard

The inspection standards shall be prepared and documented before the incoming inspections.

For the special material such as optical parts, Engineering or Manufacturing Departments will provide the technical supports on the contents of the standards.

Inspectors shall collect the inspection standards before performing the inspections.

If there is concern on the cosmetics between Optoplex and suppliers, a limit sample or photos to demo the pass and reject shall be prepared as the inspection aid.

6.3 Prepare Supporting Jigs/Fixtures and Gages for Inspection


The measuring equipment or devices shall be used to make the measurements during incoming inspection process. Those equipment shall be calibrated and maintained on the pre-set intervals.

The gage used for the inspection for thread of screw shall be replaced on weekly basis to avoid the worn out concerns.

6.4 Delegation of Incoming Inspection Tasks

For those parts that need the technical supports or special measuring equipment/skills request, the incoming inspection tasks will be delegated to Engineering or Manufacturing Departments.

In such condition, the IQC Inspection Tag Form shall be used to trace/monitor the status of the inspections. The tag shall be attached with the incoming products and forwarded to delegated departments.

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Once the inspection was completed, the tag form shall be filled out and collected (together with the inspected material or products) by QA department.

6.5 Fill out the Incoming Inspection Reports

The Incoming Inspection Report shall be used for the inspection.

The contents of the Incoming Inspection Report include the following information:

1. Part number and revision number,
2. The supplier name,
3. Optoplex P/O number,
4. The lot number from supplier,
5. The items that need be inspected,
6. The sampling size,
7. Total quantity received,
8. Total qty rejected and passed,
9. Etc.

The inspector shall make a final decision on the inspection results and get approved from supervisor or engineer. The final judgment (Pass or Reject, etc.) on the inspection result and their respective quantities shall be clearly defined.

The outgoing inspection reports that provided from supplier shall be the reference documents during the incoming inspections.

6.6 Identify the Status of the Inspection Result on Products

After completed the inspection, the incoming material or products shall have the quality status identified on them.

A QC (Passed/OK) stamp on the package or green color label shall be used to identify the passed status. For those material or product that are failed to meet the specification, a rejected label or mark will be used.

The material or products that had completed the inspections shall keep the appropriate



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packaging to prevent the damages (Scratches or surface, aging, etc.) during the storage or transportation. The products with ESD concerns should follow the ESD requirements in packaging.

6.7 Check in the Passed Products to Warehouse

The material or products that are passed after inspection shall be forwarded to warehouse by using the Material Transaction Form and Material Transfer Log.

For those material or products that had been used for destructive tests (such as in Damp Heat Test, Solderability Test, etc.) in Optoplex, the quantity will be absorbed by the department who conducted the test.

6.8 Check in the Non-conforming Product to MRB

Those that are failed during inspection shall be forwarded to MRB by using the Non-conforming Material Request Form.

6.9 Notify to Planner and Purchasing about the Non-conforming

If there is a high defect rate found during the incoming inspections and that will have the impact to the production schedules, IQC shall notify Planner and Purchasing Departments ASAP.

6.10 Keep the Incoming Inspection Records

The incoming documents such as Incoming Inspection Reports, Supplier Outgoing Inspection Reports, Certificate of Material, etc shall be filed and kept in inspection department.

6.11 Fill out the Ship to Stock Request

Those material/products that had demonstrated good delivery performances (quality) in Incoming quality, IPQC and field claims can be waived for the inspections. The



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purpose of Ship-to-Stock is to save the resources of the company.

A Ship-to-Stock Request form shall be prepared by IQC and get approved for it. The forms shall be collected and kept in IQC.

For the material/products that had qualified for the waive of IQC will be skipped for the IQC process. Only the desk review shall be conducted such as review on the documents (e.g. Packing List, OQC Report from supplier, C of C, expiration dates, etc.) during the IQC stages. The IQC Reports shall be kept and maintained too.

An OK stamp or green color mark shall be used to demonstrate the quality status.

6.12 Define the Criteria for the Ship to Stock Material/Products

If anyone of the following minimum requirements had been met, the incoming material/products will be qualified for the waive of inspections.

1. Consecutively three (within regular size) lots have passed the incoming inspections and the supplier provides necessary OQC Report or C of C (If any) on the supplied products.
2. The supplier with famous quality goodwill on the industry, provide the quality assurance on their products or the products are beyond the Optoplex inspection technical capacity. Such as Epoxy, Acetone, Motor, etc.
3. Other special reasons.

Even during the waive for the inspection, IQC has authority to conduct inspections on the Incoming material/products when necessary.

6.13 Terminate the Ship to Stock

When an incoming lot had found claims during the process or field complains, the waive status shall be terminated by the IQC immediately, no approval process needed.

Further investigation on the pre-delivered material/products shall be checked by traceability if necessary.



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For the re-entry of the waive of inspection, the Ship-to-Stock Form shall be used again.

6.14 Request for the Waive from Optoplex

If the supplier has the concerns on the rejected parts for minor symptoms such as minor dimensions, minor cosmetics and non-function impact to products, a request for waive can submit to QA of Optoplex form supplier.

The production, IQC and QA departments will make a review on the request.

No repeat (consecutive lots) waive request from supplier for the some symptoms is allowed. The supplier performance shall count the records on the parts that had been waived.

6.15 Request Corrective Actions for Suppliers (SCAR)

If necessary, a Corrective Action Request shall be initiated from QA/SQE to supplier for further improvements. The detail of process of SCAR, please refer to QP 85201 Corrective and Preventive Action Procedure.

7.0 Reference Documents

QM 001	Quality Manual
QP 74002	Purchasing Procedure
QP 74001	Supplier Management Procedure
QP 83001	Non-conforming Material Control Procedure
QP 85201	Corrective and Preventative Action Procedure
PRD-CM-003	Product Qualification and Quality Monitoring Procedure
WI-ISP-018	IQC Sampling Table
Form Q061	IQC Job Tag
Form Q067	Waive Request Form
Form Q068	Ship to Stock Request Form
Form P152	Material Transfer Log.
Form Q025	IQC Inspection Report