**1. Purpose:**

To enable suppliers to properly record inspection data, as required by Turbonetics Procurement Requirement 4.0.

**2.** **Related Procedures and Other Documentation:**

QF 284, Supplier Inspection Data Record

Turbonetics Procurement Requirement 4.0 (as maintained on Turbonetics’ website)

**3. Instructions:**

The following are instructions for the use and completion of form QF 284. Sections 3.1 through 3.16 detail the information that the supplier needs to enter in each field, and Sections 3.17 through 3.20 contain additional information and instructions that the supplier must read and follow.

1. “Supplier” – the name of the company manufacturing the part for Turbonetics (your company).
2. “PO” – the Turbonetics Purchase Order number for the part(s) you are inspecting.
3. “Insp. By” - The name of the actual person inspecting the part(s).
4. “Date” – the date you inspected the parts. If the inspection was done over more than one day, you may list the date you began the inspection.
5. “Part #” – the Turbonetics part number of the part you are inspecting. Please list the part number EXACTLY as it appears on the Purchase Order.
6. “Rev. Ltr.” – the revision level of the part you are inspecting. This will appear on both the Purchase Order and any supplied drawings/blueprints. Before beginning the inspection, please verify that the revision letter is identical on both documents. If the letter is not identical, please contact the Turbonetics Purchasing Department before proceeding further.
7. “Total Number of Parts Checked” – this will represent the total amount of parts you inspected. This number will vary from one purchase order to another, depending on order quantity and your inspection sampling rate. Turbonetics will typically not require that a specific number of parts be checked – it is the supplier’s responsibility to judge for themselves how many parts to inspect, in order to ensure that the entire lot conforms to Purchase Order and Drawing Requirements.
8. “Description” – this is simply the part description included on the purchase order. It may be copied directly from the purchase order.
9. “Item” – this column is used to sequentially number each dimension checked. This is especially helpful when including a copy of the drawing with a corresponding “bubble” number next to the dimension on the drawing.
10. “Requirement” – this is the actual dimension from the drawing. If the tolerance is other than the standard tolerances on the drawing, please record the tolerance in this field as well.
11. “Zone” – the zone on the drawing where the dimension appears (A7, C2, etc). If the dimension falls into more than one zone, pick one of them to record here.
12. “Min Value” – the SMALLEST measurement you are getting, across all parts checked, for the dimension listed in the corresponding “Requirement” field. (Note: if you are manufacturing a small order of parts and are only inspecting one, the values in the MIN VALUE and MAX VALUE columns will be identical.)
13. “Max Value” - the LARGEST measurement you are getting, across all parts checked, for the dimension listed in the corresponding “Requirement” field. (Note: if you are manufacturing a small order of parts and are only inspecting one, the values in the MIN VALUE and MAX VALUE columns will be identical.)
14. “ACC” – if the measurements in the “Min Value” and “Max Value” columns are both within tolerance, place an “X” or a check mark in this box.
15. “REJ” - if the measurements in the “Min Value” and “Max Value” columns are out of tolerance, place an “X” or a check mark in this box.
16. “Insp. Method Used” – record the tool/method used to inspect the dimension (for example, calipers, CMM, height gage, visual, etc).
17. If sheet 1 is not sufficient, 2 continuation sheets have been added for your convenience. If you require even more continuation sheets, you may print as many as you need.
18. Please record the page number, as well as the total number of pages, in the appropriate field, located in the upper-right hand corner of each page.
19. Turbonetics highly recommends, whenever possible, to package separately or otherwise segregate the actual parts inspected. Upon receipt of the order, Turbonetics may, at their discretion, re-evaluate the part(s) inspected to verify the accuracy of your inspection report (this is separate from our normal receiving inspection on each order). If Turbonetics determines that the measurements on the inspection report do not reflect the actual measurements of the part(s), the order may, at the discretion of Turbonetics, be rejected back to the supplier.
20. If you have any additional questions in regards to this form, please contact your Purchasing Agent.

**4. Document retention:**

 Records are maintained following QP 4.2.4, Control of Records.