

Shipping Instructions

(PART NUMBER, REV)

Section 1: Identification of the PEAR

Organization: B&G Precision Inc.

Responsible Person: SHIPPING

E.C.O.: Original Release

MFG-7.5.1-C-006

Rev: A

Section 2: Process Information

Related Quality Process: PEAR-7.5.1-C; SHIPPING

Applicable AS9100 / ISO 13485 / ISO 9001 / PSP Q.A.M. Clause: 7.5.1

Procedure:

All shipping personnel that is labeling, packaging and shipping product to customers that fall under manufacturing control group 2 and 3 must be trained on customer specific shipping instructions.

A customer specific shipping paperwork checklist must accompany every shipment.

CUSTOMER NAME

JOB NUMBER
PURCHASE ORDER NUMBER
PART NUMBER
REVISION

QTY

02-010534-1
4

ACCOUNTING PAPERWORK

1. Packing List
2. Certificate of Conformance (Initial and Signature)
3. Invoice
4. Other Job Related Information

In Shipping Box

In Shipping Box

e-mail to accounting
ACCOUNTING@CUSTOMER.COM
N/A

QUALITY ACCEPTANCE RECORDS

1. AS 9102 Inspection Report
2. SPC
3. Ballooned Drawing
4. Material Cert
5. Outside Process Cert

e-mail to quality admin
QUALITY@CUSTOMER.COM
e-mail to quality admin
QUALITY@CUSTOMER.COM
e-mail to quality admin
QUALITY@CUSTOMER.COM
e-mail to quality admin
QUALITY@CUSTOMER.COM
e-mail to quality admin
QUALITY@CUSTOMER.COM

Records:

Record Retention 10 Years

Section 3: Notes

1) PRODUCT IDENTIFICATION (on bag/part mark):

2) SHIPPING LABEL (on box):

3) C of C:

- Customer Name
- Purchase Order Number
- Part Number Rev
- Job Number

4) PACKAGING:

Last audited: 1/11/2013

Audit performed by: Peter Pichler (C.Q.O.)

DATE

PRINT NAME

SIGNATURE

For revision history, approval status, effective date and location of authorized copies see QA-00-001/Documents
