
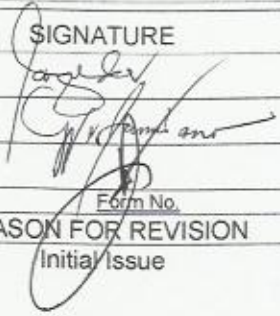
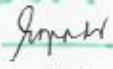



CALAMBA WATER DISTRICT					
TITLE: INSPECTION OF PURCHASED MATERIALS					
DOCUMENT NO. CWD-PUR-002		REVISION NO. 00		EFFECTIVE DATE: Dec. 28, 2016	
Page 1 of 5					
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2016-12-011	00	N/A	Emmanuel T. Salvador	Initial Issue	

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Page #																				8		18		
Rev No.																				9		9		

CALAMBA WATER DISTRICT TITLE: INSPECTION OF PURCHASED MATERIALS			
DOC. NO. CWD-PUR-002	REVISION NO. 00	EFFECTIVE DATE: Dec. 28, 2016	Page 2 of 5

1.0 PURPOSE

- 1.1 The purpose of this documented information is to establish a system for inspection of procured construction materials in accordance with specifications prior to payment and delivery to construction site/s.
- 1.2 To ensure control of externally provided processes, products and services conform to requirements.
- 1.3 To determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers, based on their ability to provide processes or products and services in accordance with requirements.

2.0 SCOPE


- 2.1 This documented information shall apply to all required procured constructions materials.

3.0 RESPONSIBILITY

- 3.1 The Purchasing, Warehouse Head and Project Engineer are responsible for the proper implementation of this.
- 3.2 The designated Purchasing, Warehouse and Operation personnel are responsible for the accurate and on time inspection of procured materials prior to payment and delivery to site/s.
- 3.3 The Warehouse and Operation personnel are responsible for the submission of Materials Inspection Report.
- 3.4 Ensure that the Purchasing, Warehouse Head and Project Manager recommendation for procured materials to Finance/Admin approval for the preparation of invoiced prior to delivery to site/s.
- 3.5 The Warehouse Head and the end-user are also responsible for the issuance of completion certificate.

4.0 DEFINITION OF TERMS

- 4.1 CC – Certificate of completion.

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TITLE: INSPECTION OF PURCHASED MATERIALS



DOC. NO. CWD-PUR-002

REVISION NO. 00

EFFECTIVE DATE: Dec. 28, 2016

Page 3 of 5

5.0 PROCESS FLOW STEPS

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
		START		
1	Purchase Order	Advices external provider to deliver and accept materials		Purchasing In-charge
2		Advices concerned department and Inspection and Acceptance Committee		Purchasing In-charge
3		All delivered required materials are subject to 2 nd inspection		Property Supply Officer/Project Engineer/Inspection and Acceptance Committee
4		Material test sampling		Project Engineer/Technical Representative
5		Inspects material quantity requirements and quality conformance		Project Engineer/Technical Representative
6		Advices the results of material inspection		Project Engineer
7		Inspection of delivered materials at the site/s		Property/Supply Officer/Project Engineer/Inspection and Acceptance Committee
8		Issuance of Certificate of Completion of delivered equipment and materials	Material Certification/Material Inspection Document	ADM-Warehouse/End-user
		END		

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<h2 style="text-align: center;">TITLE: INSPECTION OF PURCHASED MATERIALS</h2>			
DOC. NO. CWD-PUR-002	REVISION NO. 00	EFFECTIVE DATE: Dec. 28, 2016	Page 4 of 5

6.0 PROCESS DETAILS

6.1 Purchasing In-Charge advises external provider to deliver inspected accepted materials. All **CALAMBA WATER DISTRICT** purchased and or customer supplied subject for inspection shall be handled with extra care to avoid possible defects, and/or problem to material.

6.1.1 **CALAMBA WATER DISTRICT** shall determine the controls to be applied to externally provided processes, products and services when:

- products and services from external providers are intended for incorporation into the organization's own products and services;
- products and services are provided directly to the customer[s] by external providers on behalf of the organization;
- a process, or part of process, is provided by an external provider as a result of decision by the organization.

CALAMBA WATER DISTRICT shall retain documented information of these activities and any necessary action arising from the evaluations.

6.1.2 Type and extent of control

The organization shall:

- ensure that externally provided processes remain within the control of its quality management system;
- define both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output;
- take into consideration:
 - the potential impact of the externally provided processes, products and services on the organization's ability to consistently meet customer and applicable statutory and regulatory requirements;
 - the effectiveness of the controls applied by the external provider;
- determine the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements.

6.2 Purchasing In-Charge advises concerned department and Project Engineer for the delivery of accepted materials.

6.3 All delivered required materials are subject to 2nd inspection upon delivery at the site/s by the Project Engineer. All measuring equipment to be used prior material inspection shall be calibrated. The inspector shall check calibration sticker prior use.


6.4 All delivered materials are subject to random material test sampling by the Project Engineer.

6.5 Inspects material quantity requirements and quality conformance based on approved Purchase Order and Specifications. Inspector to check quantity, description, and external provider of the actual materials or equipment based on receipt provided by purchasing personnel. Project engineering group shall be responsible for the actual counting of material prior endorsement to use.

6.5 Advises Purchasing, Warehouse Head and Department Manager of the results of material inspection.

6.7 The designated Project Engineer with the Warehouse Head together with the Customer's Project Engineer is responsible for inspection of delivered construction materials at the site/s.

6.8 The ADM-Warehouse and the end-user shall issue Certificate of Completion. Each inspected item shall have a corresponding Materials Inspection Report for traceability purposes. This shall be generated after every approval of each.

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EFFECTIVE DATE: Dec. 28, 2016

Page 5 of 5

7.0 RECORDS RETENTION

- 7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy (Controlled Copy).
- 7.2 Inactive/Archival Retention – shall be kept for active one (1) year or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept indefinitely in a separate folder named "Obsolete Master Copy/Original".

8.0 REFERENCES

- 8.1 ISO 9001:2015 QMS Standard
- 8.2 QMS Manual
- 8.3 Approved Purchase Order (PO)
- 8.4 Statutory and Regulatory Requirements.

9.0 ATTACHMENTS

- 9.1 Materials Inspection Report

10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER
1a	Office of the Board
1b	General Manager
2	IQA
3	Commercial
4	Engineering
5	ADM Purchasing
6	ADM Warehouse
7	ADM Motor pool
8	Laboratory(Quality Control Division)
9	ADM HR
10	Finance
11	Production

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