



**Quality/Environment/Health and  
Safety Management Procedure**

DocumentNo. : QEP-0803  
Revision No. : 3  
Page No : 1 / 7

**Inspection and Test Management Procedure**

**LIST**

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1. **Scope**
2. **Purpose**
3. **Terms of Definition**
4. **Responsibility and Authority**
5. **Work procedure**
6. **Record**
7. **Related Documents**
8. **Attachment**

REV	Date	Details of revision	Writer	Reviewer	Approver
0	2009.01.29	Full Revisions in line with comprehensive reform of ISO 14001	B.G.LEE	G.H.KIM	G.W.CHOI
1	2011.05.01	API 8 <sup>th</sup> regulation applied revision	H.W.JEONG	G.H.KIM	S.J. Lee
2	2012.01.01	Revision in line with restructuring	S.M.LEE	J.J.KIL	C.Y.KIM
3	2012.09.20	Revision in line with the additional conditions for safety & health	S.M.LEE	J.J.KIL	C.Y.KIM



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## Inspection and Test Management Procedure

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### 1. Scope

This procedure is applied to import product inspection, process inspection and final inspection that represent satisfaction of products according to the requirement.

### 2. Purpose

Control precision and accuracy of test facility properly and assure the quality of product and related accessories.

### 3. Terms of Definition

#### 3.1 Inspection

According to the measure and test result of inspection standard, judgment can be consider between pass and failure for each product and Whole Lot.

#### 3.2 Test

Analysis Physical, chemical and mechanical characters inspection.

### 4. Responsibility and Authority

#### 4.1 The head of Quality Assurance Department

4.1.1 General responsibility of Inspection and Test

4.1.2 Write and review the Inspection and Test procedure

4.1.3 Approval, Review and Write of Inspection and Test standard/ Manual

4.1.4 Qualification of Test and Inspectors

4.1.5 Setting the end point on process management table about the Inspection/ Test

#### 4.2 The head of Trade department and purchasing department

4.2.1 Request Inspection and Test

4.2.2 Cooperation with Test and Inspection tasks

#### 4.3 Production department

4.3.1 Cooperation with Test and Inspection tasks

### 5. Work procedure

#### 5.1 General Details

5.1.1 Inspection and Test should be imply with standard process (manual, technical description and dimension) of law materials or product quality.

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## Inspection and Test Management Procedure

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5.1.2 Necessary test, inspection and relevant record should be mentioned in the Document or Quality control plan.

5.1.3 All the test and inspection document completely should be written and getting approval from the head of QA Dept.

5.1.4 Control nonconformity product according to the manual.

5.1.5 Approval test result should be control and manage according to the Quality Record Management procedure.

5.1.6 Inspection should be carry from expert who not relate with production process.

5.1.7 Test procedure is following.

(1) General Inspection

Sampling inspection or whole inspect according to the relevant inspection standard.

(2) Random Sample Test

1) One or two pieces of sample only can inspected according to the standard exactly when the whole production process is stable and not affect the quality because of automatic system after checking continuously 5 Lot test.

2) In the case of finding nonconformity, test will carry as general process immediately from next Lot inspection.

3) Special Test

① Prove the import product is same materials with purchase order content which test is related with section 5.2.3 (1)

② Checking test will carry each 5~10 Lot for the production that have passed perfectly.

In the case of finding nonconformity, test will carry as general process immediately from next Lot inspection.

4) Carry the special test to designated product and sub-vendor under approval of the head of Quality Assurance department.

### 5.2 Import test and Inspection

#### 5.2.1 Import test and Inspection

This is test and inspection of Major Law materials, test facility, products from sub-before delivery.

5.2.2 Manufacturing and process prohibit before verification of standard, dimension and purchasing description properly.



**Quality/Environment/Health and  
Safety Management Procedure**

DocumentNo. : QEP-0803  
Revision No. : 3  
Page No : 4 / 7

---

**Inspection and Test Management Procedure**

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However imports should be served as urgent issues, the head of QA Dept should be



**Quality/Environment/Health and  
Safety Management Procedure**

DocumentNo. : QEP-0803  
Revision No. : 3  
Page No : 5 / 7

---

**Inspection and Test Management Procedure**

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quantity and specification of product on the purchasing order.

- 1) Inspection should be carried in storage or not could inspect other place under approval from Quality assurance department.
- 2) Test and inspector should check the sub-vendor is approved. When the vendor is not approved on th



**Quality/Environment/Health and  
Safety Management Procedure**

DocumentNo. : QEP-0803  
Revision No. : 3  
Page No : 6 / 7

---

**Inspection and Test Management Procedure**

---

Test result also should be recorded on the list with document number after signed.

## Inspection and Test Management Procedure

(2) Finished product should be delivered with approval. Inspector also check the test result satisfaction.

### 5.6 Issue the test result

Outside Test Report should record on the inspection certificate when customer require of this and get approval from manager. The format is attached as below and can be different according to the customer requirement.

### 5.7 Qualify and responsibility of inspector

#### 5.7.1 Qualify and responsibility of inspector

Comply with qualification standard.

#### 5.7.2 Authorization and responsibility of inspector

(1) Inspection should check with qualified equipment and check suitability. The head of quality assurance department is only one who can involve on this inspection.

## 6. Record

6.1 Manage all the record with record management procedure.

6.2 Incinerated the over termed document with approval of quality assurance department.

Document	Document No.	Term	Department
Inspection request list	CP0803010	5 years	Q.A. Dept.
Inspection & Test report	CP0803020	5 years	Q.A. Dept.
Inspection Certificate	AP0803030	5 years	Q.A. Dept.

## 7. Related Documents

7.1 Instrument Management Procedure (QEP-0712)

7.2 Disqualified product control procedure (QEP-0804)

7.3 Record control procedure (QEP-0402)

## 8. Attachment

Attachment 1. INSPECTION REQUEST LIST

Attachment 2.. INSPECTION CERTIFICATE

Attach 1. **INSPECTION REQUEST LIST**

## INSPECTION CERTIFICATE

NO. \_\_\_\_\_

CUSTOMER : \_\_\_\_\_

39-5 YUSAN-DONG, YANGSAN-CITY  
KYUNGNAM, KOREA

**JEIL E&S CO., LTD.**

DATE

NAME OF :

PRODUCTS :

SIZE :

LOT NO :

COMPLIES WITH :

DATE OF TEST :

QUANTITY :

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TEST ITEMS

MATERIAL SPEC

RESULT

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REMARKS

\_\_\_\_\_  
SURVEYOR

\_\_\_\_\_  
INSPECTOR