PRO-010

# Incoming inspection

● Released · v1.1 · Exported on 11/6/2026

| Version | Status | Author | Created |
|---|---|---|---|
| 1.1 | Released | Marco Vogt | 11/2/2026 |

| Approved by | Approved | Next review |
|---|---|---|
| Lea Sommer<br>Sabine Berger | 11/6/2026<br>11/4/2026 | 11/6/2027 |

| Process | Process owner | Clauses addressed |
|---|---|---|
| Purchasing & suppliers | Marco Vogt | 8.4 · 8.6 |

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## 1 Purpose

This procedure sets out how Berger accepts, inspects and releases purchased goods and externally processed parts before they go into production (8.4, 8.6). Only material with matching evidence is processed — for medical parts, the inspection certificate 3.1 according to EN 10204 is mandatory.

## 2 Scope

The procedure covers two kinds of incoming goods:

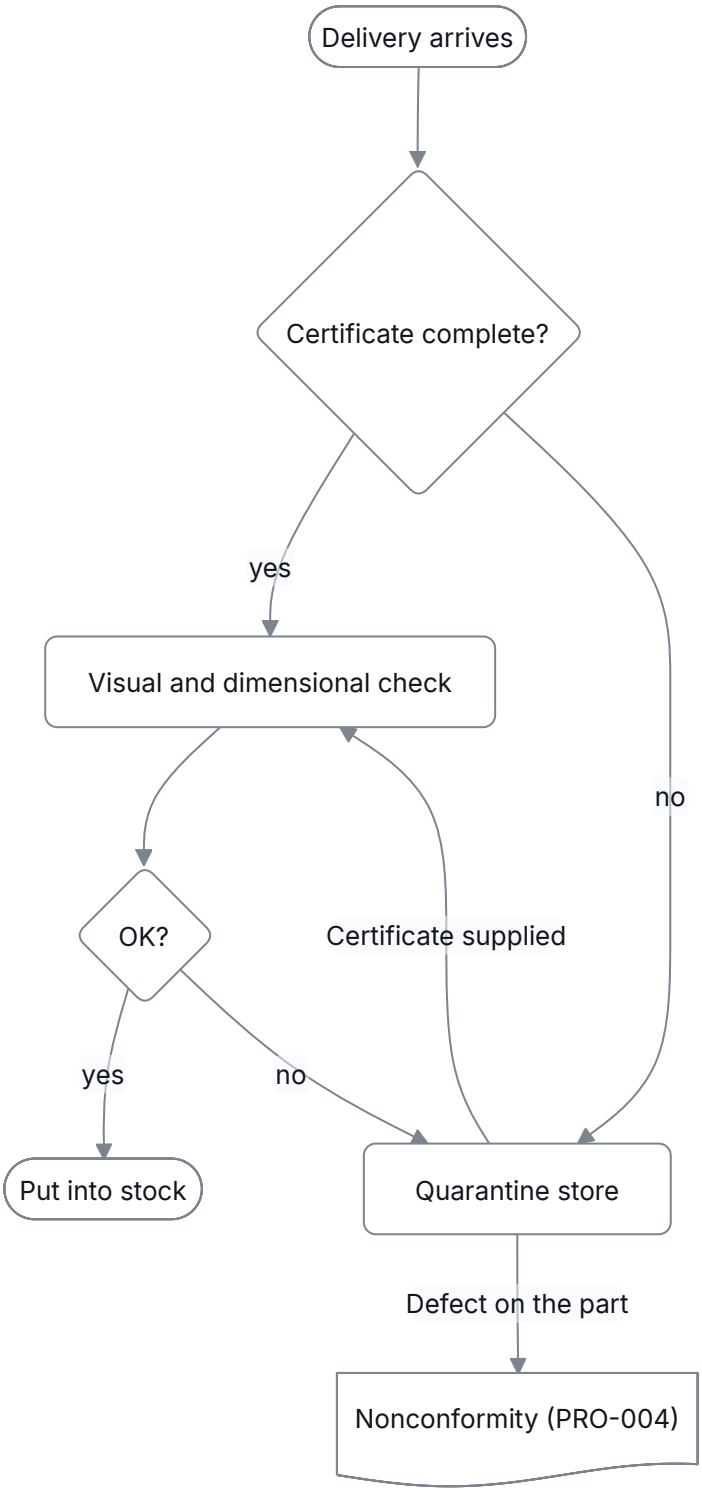
- **Bar stock** with a material certificate, above all for medical parts;
- **Parts from the hardening shop** returning after heat treatment (External providers (PRO-005)).

Standard parts and consumables are checked for quantity and identity only.

## 3 Responsibility

- **Production planning** accepts the goods, checks the delivery note and certificate and carries out the visual and dimensional check.
- **Quality assurance** (Lea Sommer) decides on blocked goods and releases them.
- **Production management** (Marco Vogt) is informed as soon as blocked goods delay an order.

## 4 Flow




If a certificate is missing or does not match the batch, the delivery goes to the quarantine store and production planning requests the right certificate from the supplier. With the matching certificate, the inspection continues. If the visual and dimensional check finds a defect on the part, the goods are blocked and a nonconformity is opened according to Nonconformity & corrective action (PRO-004).

## 5 Inspection scope

| Goods | Characteristic | Equipment | Extent |
|---|---|---|---|
| Bar stock | Material and batch as per certificate 3.1 | Certificate check | every delivery |
| Bar stock | Diameter | Micrometer | 3 bars per batch |
| Parts from the hardening shop | Hardness (HRC) | Hardness tester | 5 parts per batch |
| Parts from the hardening shop | Dimensions after hardening | Dial gauge, plug gauge | 3 parts per batch |
| Standard parts | Quantity and identity | Delivery note | every delivery |

If a hardness value lies outside the specification, the whole batch is blocked — not just the part measured.

The equipment is listed in the gauge register and calibrated according to Gauge control & calibration (PRO-008) (7.1.5).

## 6 Blocked goods

Blocked goods get the red “BLOCKED” tag with part number, batch, reason and date and stand in the quarantine store next to goods-in. Once the reason is cleared, quality assurance replaces the tag with the green “RELEASED” one and initials it. That way everyone sees at a glance what may be processed and what may not.

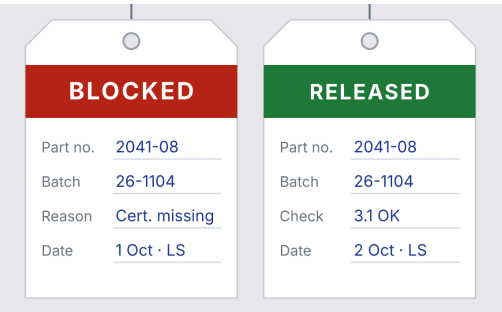



Figure 1: The tags in the quarantine store

> **Warning**
> Blocked goods leave the quarantine store only with quality assurance's release — not even when an order is pressing.

That is how the delivery with the wrongly assigned hardening-shop certificate was blocked and cleared the same day, before a single part went on in production.

## 7 Records

Every acceptance is recorded in the goods-in record (appendix A). Blocking and release are on the tag and in the record.

> **Note**
> The 3.1 certificates are scanned and filed under the batch number in the folder “Quality / Certificates”; the paper stays with the delivery note. For medical parts, the customer's retention period applies, at least 15 years.

## Appendix A – Goods-in record

| | |
|---|---|
| Date | |
| Supplier | |
| Delivery note no. | |
| Goods / part no. | |
| Batch | |
| Certificate 3.1 matches the batch | yes · no |
| Characteristic and result | |
| Decision | put into stock · quarantine store |
| Date, initials | |

## Revision history

| Version | Approved | Status | Approved by |
|---|---|---|---|
| 1.1 | 11/6/2026 | Released — Hardness check with a sample of 5 parts per batch; a deviation blocks the whole batch. | Lea Sommer |
| 1.0 | 10/12/2026 | Superseded | Lea Sommer |

## Verification annex

This PDF is a rendering of a signed controlled document. The authoritative artifact is the Markdown file at the release tag below in the company's QMS repository; its release signature can be verified independently of easo.

| | |
|---|---|
| Release tag | `release/PRO-010/1.1` |
| Content hash (SHA-256) | `4fb0588136ebe3d2c937fef9a0884654ff3117829f9982366741c8e34cb2346d` |
| Signed by | Lea Sommer (admin) |
| Also approved by | Sabine Berger |
| Signed at | 11/6/2026, 12:00 UTC |
| Key fingerprint | `SHA256:D8QbmRSd9ohddfKAy+GuYbYDkFSIqI8Pd93wPraamM4` |

### Verify without easo

1. In the QMS repository, read the signed release record from the git tag — the first line is the record, the rest is the SSH signature:

```
git show release/PRO-010/1.1
```

2. Re-hash the document file and compare it with the content hash above — any change breaks the match:

```
shasum -a 256 PRO-010.md
```

3. Verify the signature over the record line against the company trust list (.easo-signers.json), using the OpenSSH tools:

```
ssh-keygen -Y verify -f allowed_signers -I "Lea Sommer" \
  -n easo.release.v1 -s release.sig < record
```

*Rendered by easo from the signed release on 11/6/2026.*