



NATIONAL POWER CORPORATION

CORPORATE PROCEDURE

NPC-008

Document Code

RECEIVING INSPECTION OF DELIVERED ITEMS

Document Title

Revision No.: 2 Effectivity Date: JAN 13 2023

Prepared by : *[Signature]*
ROEL M. MANANSALA 12-1-2022
Chairperson, NPC Doc. Committee & Date
Manager, CRTDD-GSD *[Signature]*

Reviewed by : *[Signature]*
EMMANUEL A. UMALI 12-1-2022
NPC QMR/CRO & Manager, WMD-CAG Date

[Signature]
ATTY. MANUEL LUIS B. PLOFINO 12/15/22
Sr. Dept. Manager, RMS Date

[Signature]
ATTY. ROGEL T. TEVES 12-22-22
Vice President, PES Date

[Signature]
LARRY I. SABELLINA 12-16-22
Vice President, SPUG Date


[Signature]
EDMUNDO A. VELOSO, JR. 12-14-22
Vice President, MINGEN Date

[Signature]
ALEXANDER P. JAPON 12/14
Vice President, AFG Date

[Signature]
RENE B. BARRUELA 12-13-22
Vice President, CAG Date

[Signature]
ATTY. MELCHOR P. RIDULME 12-20-22
Vice President, OLC Date

Approved by : *[Signature]*
FERNANDO MARTIN Y. ROXAS 12/28
President & CEO Date

	National Power Corporation CORPORATE PROCEDURE ISO 9001:2015 Quality Management System	Document Code: NPC-008	
		Revision No.: 2	Page 1 of 4
		Effectivity Date: January 13, 2023	

Document Title: RECEIVING INSPECTION OF DELIVERED ITEMS

1.0 PURPOSE

To provide guidelines for verifying conformance of delivered items with specified requirements.

2.0 SCOPE

This procedure covers the receipt of purchased materials and customer properties to be used in the performance of NPC processes.

3.0 DEFINITIONS/ACRONYMS

3.1 Definitions

- 3.1.1 Conformity - fulfillment of a requirement.
- 3.1.2 Customer Property - applies to the various instruments, devices, materials and documents used in delivering services that should be treated with confidentiality.
- 3.1.3 Deputized QC Inspector - designated personnel who is responsible to inspect materials, supplies, equipment and devices for conformity with contract requirements.
- 3.1.4 Nonconformity - deficiency in characteristics, documentation or procedure which renders the quality of an item unacceptable; non-fulfillment of a requirement.

3.2 Acronyms

- 3.2.1 FG - Functional Group
- 3.2.2 NPC - National Power Corporation
- 3.2.3 NCR - Nonconformity Report

NPC-008	RECEIVING INSPECTION OF DELIVERED ITEMS	Rev. No.: 2	Page 2 of 4
---------	--	-------------	-------------

- 3.2.4 QC - Quality Control
- 3.2.5 QCRIR - Quality Control Receiving and Inspection Report
- 3.2.6 RO - Records Officer
- 3.2.7 WIADD-LD - Warehousing Inventory and Asset Disposal Division - Logistics Department

4.0 REFERENCES

- 4.1 Philippine National Standard - ISO 9000:2015 Quality Management Systems, Fundamentals and Vocabulary
- 4.2 Philippine National Standard - ISO 9001:2015 Quality Management Systems, Requirements

5.0 APPENDICES

- 5.1 NPC-008.F01, QC Receiving and Inspection Report
- 5.2 NPC-008.F02, QC Receiving and Inspection Report Log Sheet

6.0 PROCEDURE

<u>Flowchart</u>	<u>Responsibility</u>	<u>Details</u>
<pre> graph TD Start([Start]) --> Process[1 Conduct QC Receiving Inspection] Process --> A((A)) </pre>	Deputized QC Inspector	<p>1.1 Inspect delivered items (purchased material or customer property) by filling out NPC-008.F01, QC Receiving and Inspection Report (QCRIR) to determine conformance/nonconformance with the specified requirements.</p> <p>1.2 Number QCRIR as follows:</p> <p><u>AAA-BBB-XX-YYY</u></p> <ul style="list-style-type: none"> AAA — Originating FG BBB — Originating Dept./Div./Unit XX — Year Generated YYY — Sequential Number <p>i.e. AFG-GSD-22-001</p> <p>Note: If nonconforming to the requirements, apply NPC-004, Control of Nonconforming Outputs/Products/Services and close out the QCRIR upon issuance of Receiving Inspection NCR.</p> <p>Fill out the close out portion of NPC-008.F01, QC Receiving and Inspection Report after implementation of disposition in accordance with NPC-004, Control of Nonconforming Outputs/Products/Services.</p>

