

# Process Flowchart

**Date:** 10/27/2018

**Location:** Shakopee Warehouse

**Analyst:** Kay Perera

**Process:** From receiving inspection to warehouse bin storage

| Step | Operation                        | Transport                           | Inspect                  | Delay                               | Storage                  | Description Of Process                                                                                                                 | Time Minutes   |
|------|----------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contact buyer for the tracking # and carrier # of the part number, and then see if parts have been delivered                           | 5.00 - 10.00   |
| 2    | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Grab a package or find the desired package                                                                                             | 0.95 - 1.65    |
| 3    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Take packing slip out of the package                                                                                                   | 0.08           |
| 4    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Find the part dwg in DMS and determine receiving inspection requirements                                                               | 4.85           |
| 5    | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Verify CoC exists                                                                                                                      | 1.00           |
| 6    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Email buyer/CS                                                                                                                         | 5.00           |
| 7    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Receive in supplier paperwork                                                                                                          | 1 day - 1 week |
| 8    | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Record information in ERP, print company label and verify label information against packing slip and also recorded information in ERP  | 7.23 - 21.87   |
| 9    | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contact Quality and a NCMR is created                                                                                                  | 1 day          |
| 10   | <input type="radio"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Transfer the box to general receiving clerk                                                                                            | 0.08           |
| 11   | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Verify label information against the packing slip                                                                                      | 0.50           |
| 12   | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Determine the inspection type                                                                                                          | 2.22           |
| 13   | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Find the inspection procedure and the part dwg in DMS and print the drawing                                                            | 4.83           |
| 14   | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Unseal the box and grab samples                                                                                                        | 0.70           |
| 15   | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Inspect per AA(X) and record information in ERP                                                                                        | 4.30           |
| 16   | <input checked="" type="radio"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Inspect for shipping damage and contamination. Put a green sticker on the package and stamp the general receiving seal on packing slip | 0.60           |
| 17   | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contact Quality and a NCMR is created                                                                                                  | 1 day          |
| 18   | <input type="radio"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Place packing slip on/ inside the package. Transfer the box to a pallet or the incoming Quality Inspector waiting shelf                | 1.00           |
| 19   | <input type="radio"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Print the FIFO incoming inspection list from ERP                                                                                       | 1.00           |

|    |           |                                                                                                                       |                |
|----|-----------|-----------------------------------------------------------------------------------------------------------------------|----------------|
| 20 | ○ ⇨ □ ● ▽ | Find parts and packing slip, and transfer them from receiving staging to incoming inspection suite                    | 14.68          |
| 21 | ● ⇨ □ D ▽ | Verify company label information against the packing slip                                                             | 0.75           |
| 22 | ○ ⇨ □ ● ▽ | Find relevant incoming inspection procedure and part drawing in DMS                                                   | 0.85           |
| 23 | ○ ⇨ □ ● ▽ | Write packing slip # on packing slip and other paperwork                                                              | 1.00           |
| 24 | ● ⇨ □ D ▽ | Verify the lot #, quantity on the packing slip against ERP. Write Drawing # and rev # on packing slip                 | 1.00           |
| 25 | ● ⇨ □ D ▽ | Verify supplier paperwork against the inspection procedure                                                            | 1.00           |
| 26 | ○ ⇨ □ ● ▽ | Email buyer/CS                                                                                                        | 5.00           |
| 27 | ○ ⇨ □ ● ▽ | Receive in supplier paperwork                                                                                         | 1day – 1week   |
| 28 | ○ ⇨ □ ● ▽ | Print out the drawing and write down the PS # on the drawing                                                          | 1.00           |
| 29 | ○ ⇨ □ ● ▽ | Find the pertaining inspection sheet in the drive                                                                     | 1.00           |
| 30 | ○ ⇨ □ ● ▽ | Create new inspection sheet and enter in pertaining inspection specifications and other information                   | 3.00           |
| 31 | ○ ⇨ □ ● ▽ | Get Quality approval                                                                                                  | 4 hrs – 2 days |
| 32 | ○ ⇨ □ ● ▽ | Verify information on inspection sheet against the part dwg                                                           | 2.00           |
| 33 | ○ ⇨ □ ● ▽ | Set up the measuring device                                                                                           | 2.00           |
| 34 | ○ ⇨ □ ● ▽ | Grab samples from the package                                                                                         | 0.50           |
| 35 | ● ⇨ □ D ▽ | Inspect per relevant incoming inspection procedure                                                                    | 0.85 - 4.72    |
| 36 | ○ ⇨ □ ● ▽ | Double bag the parts, put parts back into the box, and seal the box                                                   | 0.50           |
| 37 | ○ ⇨ □ ● ▽ | Contact Quality and a NCMR is created                                                                                 | 1 day          |
| 38 | ● ⇨ □ D ▽ | Label the package with a green sticker                                                                                | 0.25           |
| 39 | ○ ⇨ □ ● ▽ | Sign and date part drawing and print inspection sheet if applicable                                                   | 2.00           |
| 40 | ○ ⇨ □ ● ▽ | Record information in ERP                                                                                             | 0.75 - 1.50    |
| 41 | ● ⇨ □ D ▽ | Stamp the Quality Inspector approved seal on packing slip and fill information on the seal                            | 0.17           |
| 42 | ● ⇨ □ D ▽ | Check drawing, inspection sheet, and packing slip for accuracy and completeness and scan the paperwork into the drive | 2.67 - 4.00    |
| 43 | ○ ⇨ □ ● ▽ | Check scanned pages for the scanned order                                                                             | 0.50           |
| 44 | ○ ➡ □ D ▽ | Drop off paperwork pile into Doc Control folder                                                                       | 1.90           |
| 45 | ○ ➡ □ D ▽ | Drop off inspected parts into the packages                                                                            | 0.50 - 5.45    |
| 46 | ○ ➡ □ D ▽ | Move all the inspected packages to Quality Inspector staging TX shelf or area                                         | 1.50           |

|      |           |                                                                                                                                                 |                  |
|------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 47   | ○ → □ D ▽ | General Receiving Clerk picks up the package, find a place in racking, transfer the package to a bin storage, and record the transaction in ERP | 2.88 - 10.00     |
| Page | 2 of 2    | <b>Total Time =</b>                                                                                                                             | <b>750.3 min</b> |