

QUALITY ASSURANCE PROCEDURE



Franklin Research Center
A Division of The Franklin Institute
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QUALITY ASSURANCE PROCEDURE

TITLE

STORAGE, HANDLING,
AND SHIPPING OF
TEST SPECIMENS

QAP No. 16-1

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Date
Issued 6-24-83

Effective
Date 6-24-83

Revision
Number 0

Review
Date 6-24-85

☒ Prepared

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☒ Approved

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Concurred
By

1.0 PURPOSE

- 1.1 The purpose of this procedure is to document the method for storage, handling, and shipping of test specimens received at FRC for the purposes of engineering evaluation, material analysis, or testing.
- 1.2 This procedure implements Section 16 of the Franklin QA Manual. It does not apply to purchased items or materials (see QASD No. 7-1), although it may be invoked at the direction of the Project Manager or the Manager of Quality Assurance; see Sections 2.0 and 5.0 below.

2.0 RESPONSIBILITIES

- 2.1 The Project Manager or assigned delegate (e.g., Project Engineer) is responsible for reviewing the contractual requirements of the project in light of the instructional requirements given below and implementing them to the extent necessary.

3.0 DEFINITIONS

- 3.1 Test Technician is the person assigned to perform appropriate procedures of the instructions (Section 4.0).
- 3.2 Sponsor is the client who has a contractual agreement with FRC/FIRL.
- 3.3 Test Specimens are items or materials submitted to FRC for engineering evaluation, material analysis, or testing.
- 3.4 FRC-Approved Storage Area is a designated space in a laboratory, office, or room with features of reasonable protection and limited access to the specimens.

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4.0 INSTRUCTIONS

- 4.1 The supervisor of the test activity (e.g., Project Engineer or Lead Technician) will be notified by the Receiving Department that a shipment has been received and will delegate an individual (i.e., test technician) to examine and accept the shipment.
- 4.2 The technician will arrange for delivery of the test specimens to an appropriate area for examination.
- 4.3 The technician will examine the documents delivered with the specimens and any supplementary information provided by the supervisor to determine if the specimens have been delivered to the proper test activity at FRC.
- 4.4 If the test specimens were not delivered to the proper test activity, the technician will inform his supervisor and will arrange to have the specimens delivered to or accepted by the proper test activity.
- 4.5 After the test specimens have been delivered to the proper FRC test activity and the shipment appears to be in order, the technician will acknowledge receipt of the specimens by signing and dating the appropriate documents accompanying the specimens or by performing an inspection of the items in accordance with QAP 7-3.
- 4.6 Upon completion of Instruction 4.5 above, the test specimens will be dispositioned by either their delivery to the appropriate test area under the cognizance and control of the person(s) assigned to perform the evaluation, analysis, or test, or by their placement in an FRC-approved storage area.
- 4.7 If the specimens are placed in an FRC-approved storage area, the test technician will provide means for reasonable protection (e.g., use the shipping container) and identification of the specimens as indicated in QAP 7-3.
- 4.8 The person(s) assigned to perform the evaluation, analysis, or test will provide reasonable means to protect the specimens from misplacement, mishandling, loss of identification, inadvertent damage, and theft. Reasonable means to protect the specimens may vary depending on the form and size of the specimens but will usually include, as a minimum, a container (or carrier), firmly affixed identification which does not affect the function of the specimens (see QAP 7-3), and placement in an area frequented only by responsible technical personnel assigned to the test activity.

4.9 When shipment of specimens from FRC is required, the shipment will be arranged by the Program Manager or his assigned delegate. Implementation of the shipment will include the following elements:

- o sponsor's authorization for the shipment
- o required address for the shipment
- o written instructions for the preparation of specimens for shipment and the method of shipment
- o preparation of an FRC shipping report; see Instruction 4.10
- o method to determine that shipment was completed, if appropriate
- o filing of shipment documentation.

4.10 The Program Manager will ensure that an FRC Shipping Report (Exhibit I) is prepared and properly completed. The test specimens will be described in a manner meaningful to FRC and the sponsor. Reference to the sponsor's purchase order, contract, or application may be useful. Any special instructions for handling or shipment should be clearly identified.

4.11 The FRC property clerk or shipping clerk will record the name of the shipper (carrier) and the date of shipment from FRC on the Shipping Report.

4.12. The FRC property clerk or shipping clerk will arrange for distribution of copies of the completed Shipping Report to the Project Manager and the Manager of Quality Assurance.

5.0 CROSS REFERENCES

5.1 Quality Assurance Manual - Section 16, Handling, Storage, and Shipping; Section 17, Control of Nonconforming Materials, Parts or Components, and QASD No. 17-1 of the FRC Quality Assurance Manual.

5.2 Project work plans and instructions which may include proposals, specifications, test plans, test procedures, etc.

5.3 Inspection of Items Received for Engineering Evaluation or Testing, QAP 7-3.

6.0 COUNSEL AND REVIEW CONTACT

6.1 Manager - Quality Assurance

6.2 Program Manager or Project Engineer

7.0 DISTRIBUTION

7.1 Manager - Quality Assurance

7.2 Manager(s) - Affected Organizational Units

7.3 Program Manager

8.0 ATTACHMENTS AND EXHIBITS

8.1 Exhibit I - Shipping Report

EXHIBIT I
THE FRANKLIN INSTITUTE RESEARCH LABORATORIES
20th Street & Benjamin Franklin Parkway
Philadelphia, Pennsylvania 19103

№

SHIPPED FROM:

☐ The Franklin Institute

 The Franklin Institute
Research Laboratories

SHIPPING REPORT

No. _____

Date _____

Consignee _____

Address _____

Contract No. _____

Freight Bill or

Govt. B/L No. _____

BOSO No. _____

Carrier _____ Prepaid ☐ Collect ☐

Charge Account No. _____

ITEM NO.	PACKAGES NO.-KIND	QUANTITY SHIPPED	DESCRIPTION	PACKAGES MARKED	WEIGHT	CU. FT.

Remarks or
Special Instructions _____

Shipped by _____ Date _____ Checked by _____

DISTRIBUTION: