



International Tower Lighting, LLC ensures that procured material or components affecting finished product quality conform to specified requirements.

Vendor Qualification

All materials or components affecting finished product quality are procured from qualified vendors. Vendors are evaluated using the Vendor Qualification Form.

Purchase Orders

All procured material affecting finished product quality will be procured using a Purchase Order. The Purchase Order should contain a clear description of the product or service ordered and references to applicable drawings, catalog numbers, manufacturer part numbers, identification codes, process requirements, inspection instructions, applicable standards, specifications, and other relevant data.

Incoming Inspection

All procured material affecting finished product quality will be inspected upon receipt by shipping/receiving or assigned production personnel. If received material cannot be inspected in a timely manner such material will be held in a designated area until such time that inspection may take place. In value-added operations (manufacture, assembly, modification, etc.) there can be more in-process inspection points due to the complexity of the process flow. Samples sizes for incoming inspection are determined by the method described in the section "Sample Size Determination" below.

Contaminated Packages and Equipment

Incoming packages and equipment will be inspected for possible contamination by bird droppings, feces, or other suspect foreign matter. Contaminated packages and equipment will be isolated so as to prevent contact with personnel. The President or V.P. Engineering will be immediately notified of the existence of contaminated materials. Upon review and approval by the President or V.P. Engineering such packages or equipment may be cleaned using the following procedure:

- 1) Cleaning will be done in a well ventilated area isolated from other personnel.
- 2) Personnel performing cleaning operations will at minimum wear the following personal protective equipment:
 - a. Rubber Gloves (ITL P/N: SPL-GLOVES-LG)
 - b. Safety Glasses (ITL P/N: OFF-SAFETY-GLASSES)
 - c. Dust Mask (ITL P/N: OFF-DUST-MASK)
- 3) Completely wet all affected areas with disinfectant spray (ITL P/N: SPL-DISINF-SPR).
- 4) Clean affected areas using disinfectant spray and paper towels so as to remove all contamination.
- 5) Upon completion place used paper towels, gloves, dust mask, etc. in a sealed plastic bag and place in dumpster.
- 6) Wash hands thoroughly.



All Incoming material will be inspected using the following procedure:

- 1) Match incoming material to a purchase order.
- 2) Verify incoming material matches material on purchase order through any of the applicable means listed below:
 - a) Part numbers, catalog numbers, identification codes printed on material or material packaging.
 - b) Part numbers on Packing List or other documentation received with the material.
 - c) Drawings or specifications referenced on the purchase order.
 - d) Specific instructions referenced on the purchase order.
- 3) Where drawings or specifications are referenced on the purchase order follow incoming inspection instructions on the drawing or specification.
- 4) Inspect incoming material for:
 - a) Breakage, damage, or deterioration.
 - b) Incorrect, inconsistent or flawed color, finish, paint, or packaging.
 - c) Incorrect or inconsistent size, form, or fit.
 - d) Dirt, debris, adhesives, glue or other foreign matter.
- 5) Verify the quantity of received material matches the purchase order.
- 6) If the shipping container is to be used for storage of materials the container should be clearly marked with the ITL part number.
- 7) Clearly indicate acceptance of material by stamping "Received" on material, material container, packaging and material paperwork such as purchase order or packing list. Rejected material should be handled according to SOP11: Control on Nonconforming Material.

Sample Size Determination

The number of pieces to sample (sample size) is determined from the batch size in the table below. The batch is accepted if the number of defective units is less than or equal to the acceptance number indicated. As an alternative each unit in a batch may be individually inspected for acceptability. Where the manufacturer has included a certificate of conformance (COC) that includes data, a sample size of one unit per batch is permissible. All nonconforming material should be handled per SOP11: Control of Nonconforming Material.

Sample Size Determination				
Code	Batch Size	Sample Size	Accept. Number	Reject. Number
A	2 to 8	2	0	1
B	9 to 15	3	0	1
C	16 to 25	5	0	1
D	26 to 50	8	0	1
E	51 to 90	13	0	1
F	91 to 150	20	0	1
G	151 to 280	32	1	2
H	281 to 500	50	1	2
J	501 to 1,200	80	2	3
K	1,201 to 3,200	125	2	3
L	3,201 to 10,000	200	3	4
Based on MILS-STD-105E, Acceptable Quality Level of 1.0, General Inspection Level II Accept. Number = Maximum allowable number of defective pieces. Reject. Number = Minimum number of defective pieces to cause rejection of batch.				



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Standard Operating Procedure 6:
**CONTROL OF PROCURED
MATERIAL**

Reference

SOP8: Product Identification

SOP11: Control of Nonconforming Material

SOP13: Handling, Packaging & Storage

ITL Vendor Qualification Form

Revision	Description of Change	Date	Preparer / Approval
1	Initial Release	9/9/04	Prepared By: Andy Rudolph Approved By: Roberto Schipp
2	Corrected typographic errors. Removed unnecessary step in incoming inspection.	6/21/05	Prepared By: Andy Rudolph Approved By: Roberto Schipp
3	Added procedure for contaminated packages and equipment	7/10/07	Prepared By: Andy Rudolph Approved By: Roberto Schipp
4	Added Vendor Qualification Section	10/21/10	Prepared By: Andy Rudolph Approved By: Roberto Schipp
5	Added optional in-process inspections, Updated incoming inspection process	5/29/2012	Prepared By: Andy Rudolph Approved By: Roberto Schipp
6	Expanded sample size determination process for larger batch sizes.	9/28/2012	Prepared By: Andy Rudolph Approved By: Roberto Schipp
7	Updated address	10/26/2015	Prepared By: Elke Hinson Approved By: Andy Rudolph