PACKAGES CONVERTORS LIMITED

Document type WORK INSTRUCTION

Title

BU-FC

METHOD FOR VERIFICATION OF CUSTOMER SPECIFICATIONS.

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Asad Javed Manager R&D&Q	Salman Fazul –urRehman BUMFC	1 (1)	1	01.07.2024	WIQA/BU-FC/8.2.4/17

Reviewed on (Date):	Reviewed on (Date):	Reviewed on (Date):
Reviewed by:	Reviewed by:	Reviewed by:
Approved on (Date):	Approved on (Date):	Approved on (Date):
Approved by:	Approved by:	Approved by:
	Reviewed by: Approved on (Date):	Reviewed by: Approved on (Date): Approved on (Date):

1.0 PURPOSE:

To ensure that customer specifications are reviewed and verified according to customer/product requirement.

2.0 <u>SCOPE</u>:

This method will apply to products of BU-FC as per requirement of customer.

3.0 <u>REFERENCES:</u>

Internal method

4.0 PROCEDURE:

SR. NO.	ACTIVITIES				
4.1	Customer specifications will be forwarded by concerned sales officer to QA.				
	QA will check these specs and forward to concerned departments for review of parameters within 24 hou				
4.2	For process parameters, specs will be forwarded to concerned Business Unit.				
4.3	For process parameters, spees will be reviewed by RD&OA				
4.4	Parameters related to quality of finish product will be reviewed by RD&QA.				
4.5	Concerned department will send back these specifications after review to QA within 48 hours.				
4.6	Reviewed copies will be kept with QA for record.				
4.7	OA will finally sum up reviewed specifications and will in-corporate changes, if required within 24 hours.				
4.8	These specifications will finally be signed by Manager QA BU-FC.				
	Signed spees will be delivered to concerned sales officer.				
4.09	Signed specs will be delivered to content a signed special convergence of the signed convergence				
4.10	Concerned sales officer will forward these specifications and will get signed copy from customer after his review.				
4.11	Customer signed specs will be sent to QA for record.				

5.0 RESPONSIBILITY:

- Manager, Asstt. Manager QA
- Business Unit Manager



