1.0   **PURPOSE:**

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

2.0   **SCOPE:**

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

3.0   **REFERENCES:**

Internal method

4.0   **PROCEDURE:**

SR. NO.	ACTIVITIES
4.1	Customer specifications will be forwarded by concerned sales officer to QA.
4.2	QA will check these specs and forward to concerned departments for review of parameters within 24 hours.
4.3	For process parameters, specs will be forwarded to concerned Business Unit.
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	QA 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.
4.09	Signed specs will be delivered to concerned sales officer.
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

CONTROLLED DOCUMENT

BUSINESS UNIT FOLDING CARTON (BUFC)