

Perform Production Order Lot Inspection in SAP

QAP-10080

1.0 PURPOSE

Provide Quality Assurance Auditors a procedure for processing an inspection lot assigned to production orders.

2.0 SCOPE

Provide the required steps in processing a Production Order lot inspection during the auditing process.

3.0 RESPONSIBILITY AND AUTHORITY

Quality Auditors are to record all identified defects from the audit process and to accept or reject any audited inspection lot based upon the audit results.

4.0 PREPARE PRODUCTION ORDER FOR INSPECTION

- 4.1. Select 1 production order to be audited from a predetermined staging area
- 4.2. Determine the quantity of clubs to be inspected from *Inspection Size for Production Orders* ([QAP-10080-01](#))
 - 4.2.1 Review production order and for non set type use the “Standard Orders” tab
 - 4.2.2 Review production order and for set type determine the number of clubs per set then refer to the following:
 - 4.2.2.1 Use the “5 Clubs Per Set” tab for sets containing 5 clubs
 - 4.2.2.2 Use the “6 Clubs Per Set” tab for sets containing 6 clubs
 - 4.2.2.3 Use the “7 Clubs Per Set” tab for sets containing 7 clubs
 - 4.2.2.4 Use the “8 Clubs Per Set” tab for sets containing 8 clubs
 - 4.2.2.5 Use the “9 Clubs Per Set” tab for sets containing 9 clubs
- 4.3. Move the required clubs to be audited to the QA Audit Room

5.0 BLOCK PRODUCTION ORDER FOR INSPECTION

- 5.1. Log into SAP
- 5.2. Enter T code co02 or select from favorites in the text box at the top of the screen (Fig 1)

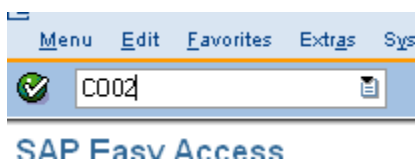


Fig. 1

- 5.3. Press the Enter key
- 5.4. Enter the production order number in the “Order” text box (Fig. 2)

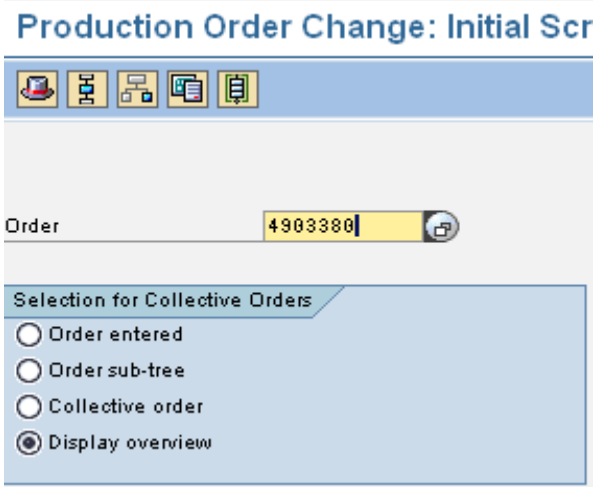



Fig. 2

5.5. Press the Enter key

5.6. Click on the "Status" icon  to display the Change Status screen (Fig. 3)

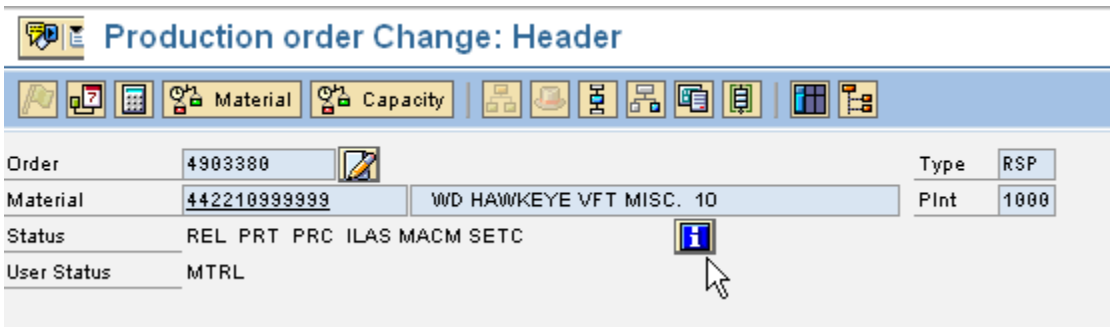


Fig. 3

5.7. Change the status in the "Status with status no." section (Fig. 4)

5.7.1. Click on the page down icon (Fig. 4)

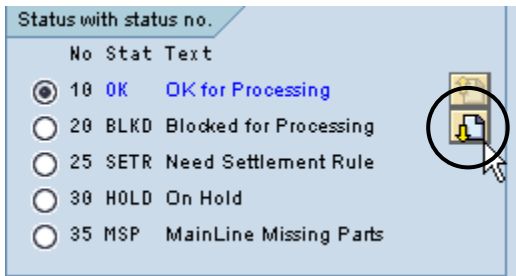


Fig. 4

5.7.2. Select the radio button for "IBLK Inspection Block" for all other production orders (Fig. 5)

Status with status no.

No	Stat	Text
<input type="radio"/>	30	HOLD On Hold
<input type="radio"/>	35	MSP MainLine Missing Parts
<input type="radio"/>	40	BLT Built
<input checked="" type="radio"/>	45	IBLK Inspection Block
<input type="radio"/>	50	MTRL Manuf. Trial

Fig. 5

5.7.3. Press the F3 function key to return to previous screen

5.8. Select the "Assignment" tab (Fig. 6)

5.8.1. Locate the Inspection Lot number located in the "Inspection Lot" text box and write down the Inspection Lot number on the production order (Fig. 6)

The screenshot shows the SAP 'Assignment' tab with the following data:

Persons/Groups Responsible	
MRP Controller	F03 VFTWOODS_CLUBS
Production Scheduler	004 Release & Print SO AWhen Cited

Plants	
Production Plant	1000
Planning Plant	1000
MRP Area	

Assignments	
WBS Element	
Inspection Lot	20000000062
Sales Order	
Run Schedule Header	
BOM Explosion Number	
Planned Order	

Fig. 6

5.8.2. Press the CTRL+S keys combination to save the document

5.8.3. Press the F3 function key to return to the main SAP screen

6.0 ADD CELL IDENTIFICATION INTO INSPECTION LOT

6.1. Enter transaction code QA02

6.2. Select the enter icon or enter key on keyboard

6.3. Enter the inspection lot number retrieved (Fig 6) into the Inspection lot Field

6.4. Select the enter icon or enter key on keyboard

6.5. Locate the Short text field (Fig 6a)

The screenshot shows a 'Description' section with a 'Short text' field containing the text 'MXUC2' and 'Fig 6a'.

6.6. Enter the Cell ID exactly as shown below into the Short text field (Fig 6a)

CELL ID	Meaning
MXUF1	Irons cell 1
MXUF2	Irons cell 2
MXUF3	Irons cell 3
MXUF4	Irons cell 4
MXUM1	Woods cell 1
MXUM2	Woods cell 2
MXUM3	Woods cell 3
MXUM4	Woods cell 4
MXUP1	Putters cell 1
MXUP2	Putters cell 2
MXUP3	Putters cell 3
MXUCP1	Customs Putters cell 1
MXUC2	Customs Hybrid Cell 2
MXUC3	Customs Hybrid Cell 3
MXUCF4	Customs Fierros (Irons) 4

6.7. Select the save icon or F11 key on keyboard to save

7.0 RECORD INSPECTION RESULTS

- 7.1. Log into SAP
- 7.2. Enter T code qe01 or select from favorites in the text box at the top of the screen (Fig. 7)

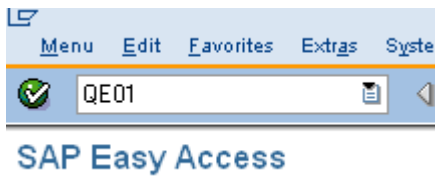


Fig. 7

- 7.3. Press the Enter key
- 7.4. Enter the Inspection Lot number in the "Inspection Lot" text box, from step 5.8.1 (Fig. 8)
- 7.5. Verify that 10 is displayed in the "Operation" text box (Fig. 8)

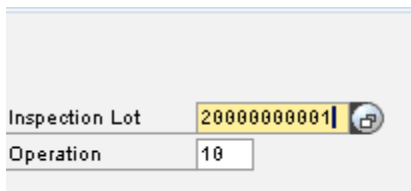


Fig. 8

7.6. Verify that “All characteristics” is displayed in the “Char. filter” text box (Fig. 9)

Inspection Lot: 20000000053 WMD RH BB460 9.0 NVS65 GR STF
Operation: 0010 BUILT-WOODS
Char. filter: All characteristics
Inspector: BILLZ
Insp.start time:

Fig. 9

7.7. Press the Enter key

7.8. Inspect the required quantity of clubs (See Section 4.0)

7.9. Enter quantity of clubs inspected into the “Inspected” text box (Fig. 10)

7.10. Enter number of defects into the “Result” column (Fig. 10)

7.11. Enter 0 into the “Result” column if there are no defects and go to step 6.12.7 (Fig. 10)

A...	R...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	O...	V...	D...	Attribute	Insp...	L...	Charac. Defects	Ch...
		0	FINISHED CLUB DE...	Number of N...	1	1	1	1								

Fig. 10

7.12. Click on the “Create Defect” icon in the “Charac. Defects” column to record defects (only when defects are identified) (Fig. 10)

7.12.1. Click in the first empty box in the “Code” column to bring up the drop down icon

7.12.2. Click on the drop down icon in the “Code” column

7.12.3. Select the required defect code or codes by double clicking on the defect code/description displayed in the pop up window which matches the Defect Description in the Daily Product (PPA) Audit Log [QAP-10083-01](#)

NOTE: Every different defect identified needs to be recorded in a separate line

7.12.4. Enter the number of defects into the “No. of defects” column for each defect

7.12.5. Press the Enter key to return to previous screen

7.12.6. Click on the “Select All Chars” icon (Fig. 11A)

7.12.7. Click on the “Valuate” icon  (Fig. 11B)

7.12.8. Click on the “Close” icon  (Fig. 11C)

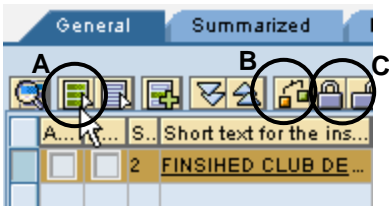


Fig. 11

7.12.9. Press the CTRL+S keys combination to save the results of the audit

7.12.10. Press the F3 function key to return to the main SAP screen

8.0 CLOSE INSPECTION LOT

8.1. Log into SAP

8.2. Enter T code qa11 or select from favorites in the test box at the top of the screen

8.3. Press the Enter key

8.4. Enter the Inspection Lot number in the "Inspection Lot" text box, from step 5.8.1 (Fig. 12)

Record Usage Decision: Initial :

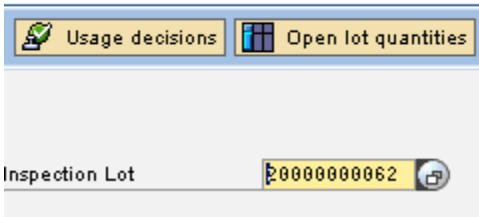


Fig. 12

8.5. Press the Enter key

8.6. Press the Enter key again when the "Information" pop up window is displayed (Fig 13)

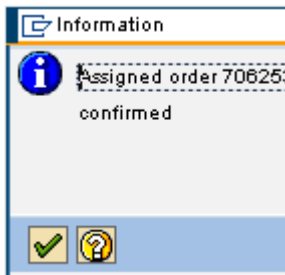


Fig. 13

8.7. Enter quantity of clubs inspected and quantity of defective clubs

8.7.1. Click on the "Defective quantity" icon (Fig 14) to display the "Record Defective Quantity" pop up window (Fig 15)

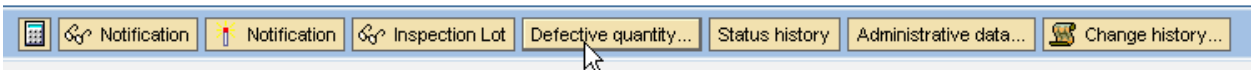


Fig. 14

Fig. 17

8.9.2. Double click on the arrow icon located to the left of the usage code to be assigned (Fig. 18)

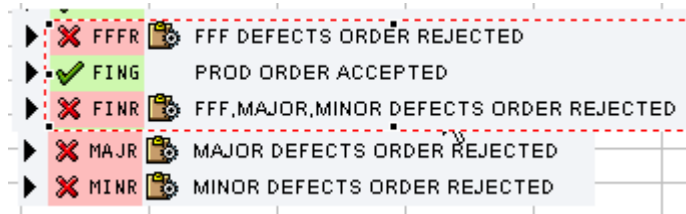


Fig. 18

8.10. Click on the “Create Long Text for UD” icon in the “Usage decision” section when rejecting the Inspection Lot (Fig. 19)

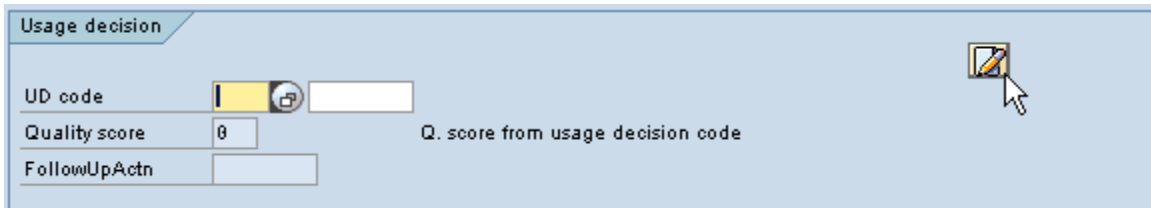


Fig. 19

8.10.1. Enter the following into the “Long Text” text box

8.10.1.1. Information regarding the defects

8.10.1.2. Follow reaction plan in *Quality Assurance Audits: Internal* step 4.2.7 (QAP-10003) (if applicable)

8.10.1.3. Click on the green back button

8.11. Press the CTRL+S keys combination to save the usage code information

CAUTION: Production orders stamped with **MUST SHIP** that have rejects or the inspection lot is rejected requires an **IMMEDIATE VERBAL NOTIFICATION**. Verbally notify and email the designated Customs personnel

9.0 DISPOSITION OF REJECTS

9.1. Accepted lots with rejects

9.1.1. Clubs which are rejected are to be returned to production for repair

9.1.1.1. Production to return repaired clubs to QA for review by QA.

9.1.1.2. QA to pass or reject the repaired club

9.1.1.2.1. Passed Rework Club – club is returned to production for processing

9.1.1.2.2. Rejected Rework Club– club is returned to production for repair or to scrap the club

9.2. Rejected lots

9.2.1. Hold material for review and further disposition – SAP will email a notification to required personnel to have the order reviewed

10.0 UN-BLOCK PRODUCTION ORDER FOR INSPECTION

NOTE: Do not unblock the production order until directed by QA Lead or Supervisor

10.1. Log into SAP

10.2. Enter T code co02 or select from favorites in the text box at the top of the screen (Fig. 20)



Fig. 20

10.3. Press the Enter key

10.4. Enter the production order number in the "Order" text box (Fig. 21)

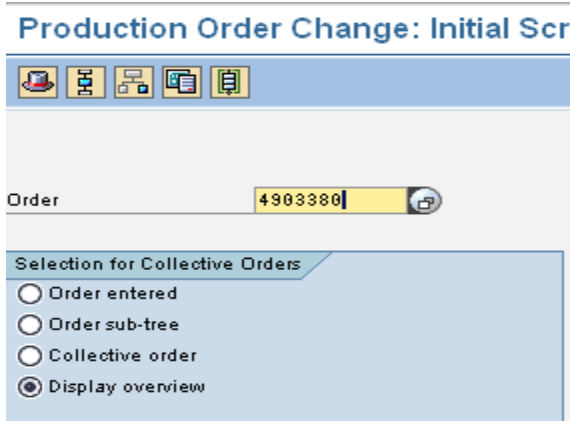


Fig. 21

10.5. Press the Enter key

10.6. Click on the "Status" icon  to display the "Change status" screen (Fig. 22)

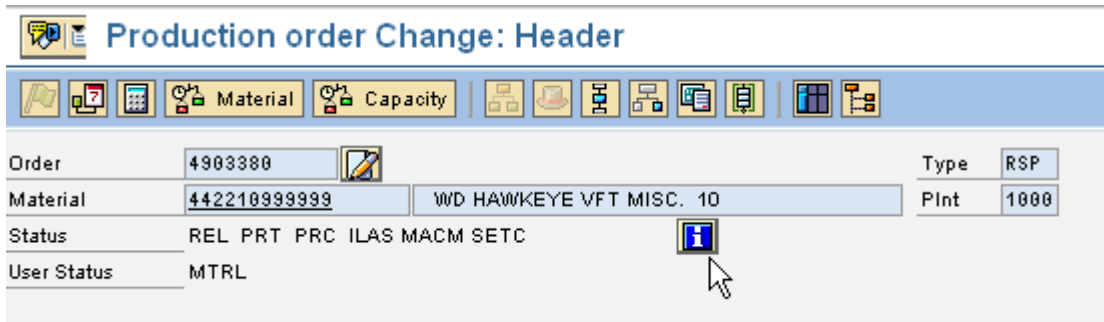


Fig. 22

10.7. Change the status by selecting the radio button next to "OK Okay for processing" (Fig. 23)

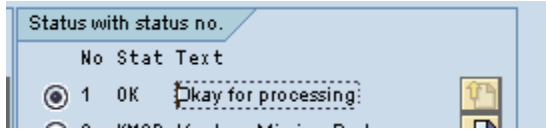


Fig. 23

10.8. Press the F3 function key

10.9. Press the F11 function key to save the change

11.0 Return order to production