

NUMBER:

**Q17**

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TITLE:

**Consignment Kit Audit Requirements**

DOCUMENT OWNER: QUALITY MANAGER

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DATE:

04/11/2019

DEPT: Quality

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DATE:

04/11/2019

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1. The Seller shall perform an audit on every consignment kit received from Buyer.
2. The audit shall consist of verification of items against the parts list or bill of material for completeness and quantity **only**.
3. An audit report shall be provided to the Buyer within 48 hours of kit receipt. The report shall contain, as a minimum, the following information:
  - a. Date
  - b. Purchase Order number
  - c. Buyer's work order number
  - d. Observed shortages
    - i. Item part number
    - ii. Item location
    - iii. Quantity short

NOTE: Due to multiple possible acceptable alternate parts, Seller shall not be responsible for verification of part numbers. Buyer assumes the responsibility for providing an acceptable part. Ergo, the Seller is directed to populate the appropriate location on the PWB with the item provided. ***(In other words, take the part out of the bag, install it in the correct location and solder it.)***

*Typed signatures constitute approval. Actual signatures on file at Palomar Products, Inc., Rancho Santa Margarita, CA*