Quality Control Module

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QC Check List

Module Guide: QC Check List

Module Location

Quality Control > QC Check List

Module Objective

The **QC Check List** module functions as an "inbox" or task list for the Quality Control (QC) team. This module displays all items or production batches that have reached a quality inspection point and are awaiting inspection or validation by QC personnel.

1. Main View (QC Queue List)

The main page of this module is a list of all items or batches that require quality inspection.

View Explanation & Filter

- **View**: This page is the monitoring center for items awaiting QC. You can see the **Document Number** (likely a reference from production/receipt), **Work Order No.** (SPK) (if from production), **Item/Service Code**, and the current **QC Status**.
- **Filters**: You can search for a specific document by **Document Number** or a **Date** range.
- **Key Columns**:

- **QC Status**: Shows the current inspection status (e.g., 'Waiting', 'Pass', 'Reject').
- **isControlled**: Likely indicates whether the inspection has been performed or not.

- **Action Buttons**:
  - **[Control]**: The primary button to select an item/batch from the list and begin the inspection process or input QC results.

2. Steps for the Quality Inspection Process

1. **Access the List**: QC personnel open this module to see their worklist.
2. **Select an Item**: Find and select an item or batch from the list to be inspected.
3. **Begin Inspection**: Click the **[Control]** button. This will likely open a separate form or screen where QC personnel can enter measurements, quality parameters, and provide a final status (Pass/Reject).
4. **Complete Inspection**: After the QC results are input and saved on the detail screen (not shown), the item's status on this list will be updated.

3. Workflow & Integrated Business Process

- **Trigger**: Items appear on this list after a previous process is completed (e.g., receipt of raw materials from a vendor or completion of a production batch).

- **Result**: The QC result entered after pressing the `[Control]` button will determine the next step:

  - **Pass**: The stock will be released (e.g., from 'Quarantine' status to 'Available') and can be used/shipped.

  - **Reject**: The stock will remain in 'Quarantine' or 'Rejected' status and will require further handling (e.g., rework, return to vendor, or disposal).

Tips & Important Notes

- This module is a crucial daily work tool for the **Quality Control (QC) and Quality Assurance (QA)** teams.

- Timely and accurate inspection here is essential for maintaining product quality and compliance with standards.

QC Proses

Module Guide: QC Process Execution

Module Location

Quality Control > QC Process

Module Objective

The **QC Process** module is the transactional module where QC personnel record the results of the quality inspections they have performed. After selecting an item or batch from the **QC Check List** , the user is directed to this module to enter the inspection results (Pass/Fail) and other details.

1. Main View (QC Process List)

The main page of this module displays a list of all QC process documents that have been created.

View Explanation

- **View**: This page is a history of all QC inspection activities that have been recorded. You can see the **QC Number**, **Work Order No. (SPK)** (if from production), **QC Date**, **QC Result**, and **QC Status**.
- **Filters**: You can search for a specific QC document by number or **Date** range.
- **Action Buttons**:

- **[New]**: The primary button to create a new QC process document. However, the common workflow is to start from the **QC Check List** module and press the **[Control]** button.

2. Steps to Record QC Results

Step 1: Start from the QC Check List

Open the **QC Check List** module, select the item/batch to be inspected, then click the **[Control]** button. This will open the **Item/Service Inspection** form in the QC Process module.

Step 2: Fill in Inspection Details

- **Transaction No.**: Search for and select the transaction reference number (e.g., the goods receipt number or the production STF number) that is being inspected.
- **QC Date**: The date the inspection was performed.
- **Tested By**: Select the name of the QC personnel who performed the inspection.
- **QC Result**: **Important!** Select the inspection result: **Fail** or **Pass**.

Step 3: Confirm the Result

After all data is filled in, click the **[Confirm]** button to save the QC inspection result.

Workflow & Integrated Business Process

- **Impact**: Confirming the QC result here will:
    1. Update the **QC Status** on the related document (e.g., Goods Receipt or Work Order).
    2. Update the inventory stock status:
        - **If Pass**: The stock is released from 'Quarantine' status to **'Available'**.
        - **If Fail**: The stock remains in 'Quarantine' or **'Rejected'** status.

Tips & Important Notes

- This module is the **point of record for quality decisions**. Ensure the result (Pass/Fail) is input correctly.
- Accurate and timely recording of QC results is crucial for the smoothness of the next workflow (production, shipment) and for maintaining product quality.
- This is a daily work module for **QC Inspectors**.

QC Process Inbox

Module Guide: QC Process Inbox

Module Location

Quality Control > QC Process > QC Process Inbox

Module Objective

The **QC Process Inbox** module serves as the approval center for all **QC Process** documents that have recorded an inspection result (Pass/Fail). This is the final verification step where a manager must review and provide approval of the QC results before the item's status is officially updated in the inventory system.

1. Main View (QC Process List)

The main page of this module is an "inbox" that displays all QC result documents requiring your action.

View Explanation

This page provides a summary of all QC results that are awaiting approval.

- **Filters**: You can search for a specific document by **QC Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **QC Number**, **Work Order No. (SPK)** (if relevant), **QC Date**, **QC Result**, and **Document Approval**.

- **Action Buttons**:
  - **[Accept]**: The primary button to approve the recorded QC results.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **QC Process Inbox** module to see the list of QC results that require approval.

Step 2: Review the QC Result Details

Click on one of the rows in the table to open the detail view of the QC process document. In the detail page, you can check the **QC Result (Pass/Fail)** recorded by the inspector, the transaction reference, and the inspector's name.

Step 3: Provide Approval

After you review the result details in Step 2, return to the main list page, check the box on the left of the relevant row, and then click the **[Accept]** button.

3. Workflow & Integrated Business Process

1. A QC result (Pass/Fail) is recorded in the **QC Process** module.
2. The result document automatically enters the queue in this **Inbox**.

3. A manager (e.g., a QA/QC Manager) reviews and approves it by clicking **[Accept]**.

4. After approval, the item's stock status is **finally updated** (e.g., to 'Available' if Passed, or remains 'Quarantine' if Failed).

Tips & Important Notes

- The approval here is the **final validation** of the quality decision made by the inspector.

- This is an important control step before the goods can be used, sold, or handled further according to the QC results.

- This module is typically accessed by a **QC/QA Supervisor or QA/QC Manager**.

Incoming Goods Inspection

Module Guide: Incoming Goods Inspection

Module Location

Quality Control > Incoming Goods Inspection

Module Objective

The **Incoming Goods Inspection** module serves as the starting point and a dedicated task list for the quality control (QC) process on goods received from external suppliers. This module displays a list of goods receipts that require QC inspection and is used to initiate the inspection process.

1. Main View (Check List)

The main page of this module displays a list of all goods receipt documents that are awaiting or have gone through the quality check process.

View Explanation

- **View**: This page is the queue for incoming goods QC. You can see the **QC No.**, the reference **Goods Receipt Number, QC Date,** and **QC Result**.
- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.
- **Action Buttons**:

- **[New]**: The primary button to start a new inspection process for a goods receipt document.
- **[Print]**: To print the inspection details.

2. Steps to Start an Incoming Goods Inspection

Step 1: Create a New Inspection Document

From the Main View, click the **[New]** button to open the **Add Inspection** form.

Step 2: Select the Receipt Document

On the form that appears, in the **Document** column, search for and select the **Goods Receipt Note (GRN) Number** whose goods you will inspect the quality of.

Step 3: Continue to the Inspection Process

After selecting the receipt document, click the **[Next]** button. You will be directed to the **QC Process** module (as documented previously) where you can input the inspection results (Pass/Fail) for the items in that receipt.

Workflow & Integrated Business Process

- **Trigger**: The need for an incoming goods inspection is usually triggered when a Goods Receipt document is created.
- **Process**: This module is used to select the GRN to be inspected, which then directs the user to the **QC Process** module for result input.

- **Result**: The recorded QC result (Pass/Fail) will determine if the received goods can be released from 'Quarantine' status to 'Available' stock.

Tips & Important Notes

- This module is the crucial first step in ensuring the quality of raw materials or goods purchased from suppliers before they are used or sold.

- This is an important daily work tool for the **Incoming QC** team.

Incoming Goods Inspection Inbox

Module Guide: Incoming Goods Inspection Inbox (Incoming Inspection Approval)

Module Location

Quality Control > Incoming Goods Inspection > Incoming Goods Inspection Inbox

Module Objective

The **Incoming Goods Inspection Inbox** module serves as the approval center for all **Incoming Goods Inspection** documents. After the QC inspection results for goods received from suppliers are recorded, the document must be reviewed and approved here by an authorized manager before the quality status of the goods is officially updated.

1. Main View (Inspection List)

The main page of this module is an "inbox" that displays all incoming goods inspection documents requiring your action.

View Explanation

This page provides a summary of all inspections that are awaiting approval.

- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **QC No.**, the reference **Goods Receipt Number, QC Date, QC Result,** and **Approved Status**.

- **Action Buttons**:

  - **[Mass Approve]**: A button to approve multiple inspection documents at once from the list.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Incoming Goods Inspection Inbox** module to see the list of inspections that require approval.

Step 2: Review the Inspection Details

Click on one of the rows in the table to open the detail view of the inspection document. In the detail page, you can check the inspection results (Pass/Fail) recorded by the QC inspector.

Step 3: Provide Approval

- **Individual**: After reviewing the details, find the approval button (e.g., "Approve") **within that detail page**.

- **Bulk**: If you are certain of several results, return to the main list page, check the box on the left of the relevant rows, and then click the **[Mass Approve]** button.

3. Workflow & Integrated Business Process

1. An incoming goods QC result (Pass/Fail) is recorded in the **QC Process** module (which is accessed via Incoming Goods Inspection).
2. The result document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a QA/QC Manager) reviews and approves it.
4. After approval, the item's stock status is **finally updated** (e.g., released from quarantine if Passed).

Tips & Important Notes

- The approval here is the **final validation** of the quality decision made for goods received from suppliers.
- The **[Mass Approve]** button is very useful for speeding up the process if there are many receipts that need to be approved.
- This module is typically accessed by a **QC/QA Supervisor or QA/QC Manager**.

Outgoing Goods Inspection

Module Guide: Outgoing Goods Inspection

Module Location

Quality Control > Outgoing Goods Inspection

Module Objective

The **Outgoing Goods Inspection** module serves as the starting point and a dedicated task list for the quality control (QC) process on **finished goods** that are about to be shipped to customers. This module displays a list of Delivery Orders or shipments that require a final QC inspection before the goods leave the warehouse.

1. Main View (Check List)

The main page of this module displays a list of all goods shipment documents that are awaiting or have gone through the outgoing quality check process.

View Explanation

- **View**: This page is the queue for outgoing goods QC. You can see the **QC No.**, the reference **Delivery Order Number, QC Date,** and **QC Result**.
- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.
- **Action Buttons**:

- **[New]**: The primary button to start a new inspection process for a Delivery Order document.
- **[Print]**: To print the inspection details.

2. Steps to Start an Outgoing Goods Inspection

Step 1: Create a New Inspection Document

From the Main View, click the **[New]** button to open the **Add Inspection** form.

Step 2: Select the Delivery Order Document

On the form that appears, in the **Document** column, search for and select the **Delivery Order (DO) Number** whose goods you will inspect the quality of before shipment.

Step 3: Continue to the Inspection Process

After selecting the Delivery Order document, click the **[Next]** button. You will be directed to the **QC Process** module (as documented previously) where you can input the inspection results (Pass/Fail) for the items in that shipment.

Workflow & Integrated Business Process

- **Trigger**: The need for an outgoing goods inspection is usually triggered when a Delivery Order document is created and the goods are prepared for shipment.
- **Process**: This module is used to select the Delivery Order to be inspected, which then directs the user to the **QC Process** module for result input.

- **Result**: The recorded QC result (Pass/Fail) will determine if the goods are **allowed to be shipped** to the customer or must be held/reworked.

Tips & Important Notes

- This is the crucial **final check** step before the product reaches the customer's hands.
- This process ensures that only products meeting quality standards are shipped.
- This is an important daily work tool for the **Outgoing QC or Final QC** team.

Outgoing Goods Inspection Inbox

Module Guide: Outgoing Goods Inspection Inbox (Outgoing Inspection Approval)

Module Location

Quality Control > Outgoing Goods Inspection > Outgoing Goods Inspection Inbox

Module Objective

The **Outgoing Goods Inspection Inbox** module serves as the approval center for all **Outgoing Goods Inspection** documents. After the QC inspection results for finished goods that are to be shipped are recorded, the document must be reviewed and approved here by an authorized manager before the goods' quality status is officially updated and the goods are cleared for shipment.

1. Main View (Inspection List)

The main page of this module is an "inbox" that displays all outgoing goods inspection documents requiring your action.

View Explanation

This page provides a summary of all inspections that are awaiting approval.

- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **QC No.**, the reference **Delivery Order Number, QC Date, QC Result,** and **Approved Status**.

- **Action Buttons**:

  - **[Mass Approve]**: A button to approve multiple inspection documents at once from the list.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Outgoing Goods Inspection Inbox** module to see the list of inspections that require approval.

Step 2: Review the Inspection Details

Click on one of the rows in the table to open the detail view of the inspection document. In the detail page, you can check the inspection results (Pass/Fail) recorded by the QC inspector.

Step 3: Provide Approval

- **Individual**: After reviewing the details, find the approval button (e.g., "Approve") **within that detail page**.

- **Bulk**: If you are certain of several results, return to the main list page, check the box on the left of the relevant rows, and then click the **[Mass Approve]** button.

3. Workflow & Integrated Business Process

1. An outgoing goods QC result (Pass/Fail) is recorded in the **QC Process** module (which is accessed via Outgoing Goods Inspection).
2. The result document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a QA/QC Manager) reviews and approves it.
4. After approval, the item's status is **finally updated** (e.g., cleared for shipment if Passed).

Tips & Important Notes

- The approval here is the **final validation** of the quality decision for finished goods before they are sent to the customer.
- The **[Mass Approve]** button is very useful for speeding up the process if there are many shipments whose QC results need to be approved.
- This module is typically accessed by a **QC/QA Supervisor or QA/QC Manager**.

QC Process Inspection

Report Module Guide: QC Process Inspection Report

Module Location

Quality Control > Reports > QC Process Inspection

Module Objective

The **QC Process Inspection Report** module is used to generate a **summary report** of all quality control (QC) inspection results that have been performed within a specific time period. This report provides a general overview of the number of batches or items inspected, as well as a summary of the inspection results (Pass/Fail).

1. Report Parameters (Filter)

The main page of this module is a simple form for defining the report period.

- **Date**: Specify the date range in the **From** and **To** fields to see the summary of QC results for that period.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Date** range you wish to review.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the summary report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a summary of quality inspection results for the selected period, often called **Inventory Inspection Results Data**.

Key Column Explanation

- **Detail Table**: Displays a list of inspected items (**Item/Service Name**) along with the **Amount (Batch)**. For each item, the report details the inspection results:
  - **Existing Product Inspection Results**: QC results for existing products.
  - **WIT Product Inspection Results**: QC results for new or in-development products.
  - The columns below (**Passed, Discussion, Failed, Released, Rejected**) show the batch count or quantity for each result status.
- **Remarks Section**: Below the table, there is a summary of the total number of batches that **Passed, Failed,** and are **Under Discussion**.

Tips & Important Notes

- This report provides a general overview of the **pass and fail rates** during the QC process.
- Use this report to monitor overall quality trends and identify areas that require attention.
- This is an important summary report for the **QA/QC Manager** for evaluating quality performance.
- This report summarizes the data recorded in the **QC Process** module.

Monthly Production Quality Report

Report Module Guide: Monthly Production Quality Report

Module Location

Quality Control > Reports > Monthly Production Quality Report

Module Objective

The **Monthly Production Quality Report** module is used to generate a monthly summary report that evaluates quality performance across various areas, including production. This report categorizes quality inspection results to provide an overview of the success rate and failure rate.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Start Date / End Date**: Define the monthly period for the report you wish to see.
- **Item/Service Category Type**: Filter the report by main item category.
- **Type**: Select the inspection type or area to be reported.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the monthly period and other relevant filters.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the monthly quality report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a summary of quality performance, structured by category.

Structure & Key Column Explanation

- **Structure**: This report is divided into several main sections such as INVENTORY, SERVICE, EXPORT, BISCUIT, WAFER, FINISH GOOD, etc. Each section details the sub-categories or inspection areas.
- **Key Columns**:
  - **Successful Value %**: Shows the percentage of success or passes in the quality inspection for that category.

- **Failure Value %**: Shows the percentage of failures or rejections in the quality inspection.

Tips & Important Notes

- Use this report to get a **high-level view** of which areas have good or poor quality performance.
- Use this report for **monthly evaluation** and as a basis for further investigation into areas with a high **Failure Value %**.
- This is an important summary report for **QA/QC Management and Plant Management**.