文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-021
文件名称： File Name:	**物料报废流程规范** **Specification of the material scrap process**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.19

修订履历/Revise your curriculum vitae.

修订日期 Revision date	发行版次 Releases	修订版次 Revisions	修改摘要 Modify the content	制定/修改 Make/Modify	审核 Audit
2022.09.19	A	0	新制定/Newly formulated	Green	Tom

备注/Remark：

文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-021
文件名称： File Name:	**物料报废流程规范** **Specification of the material scrap process**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.19

1 目的/Objective.

合理规范公司物料报废流程。

Reasonably standardize the company's material scrapping process.

2 范围/Scope of application.

适用于公司的所有报废产品物料。

Applies to all end-of-life product items of the company.

3 职责/Duties and responsibilities.

3.1 相关部门：初步鉴定产品物料是否存在严重缺陷并开具报废单；

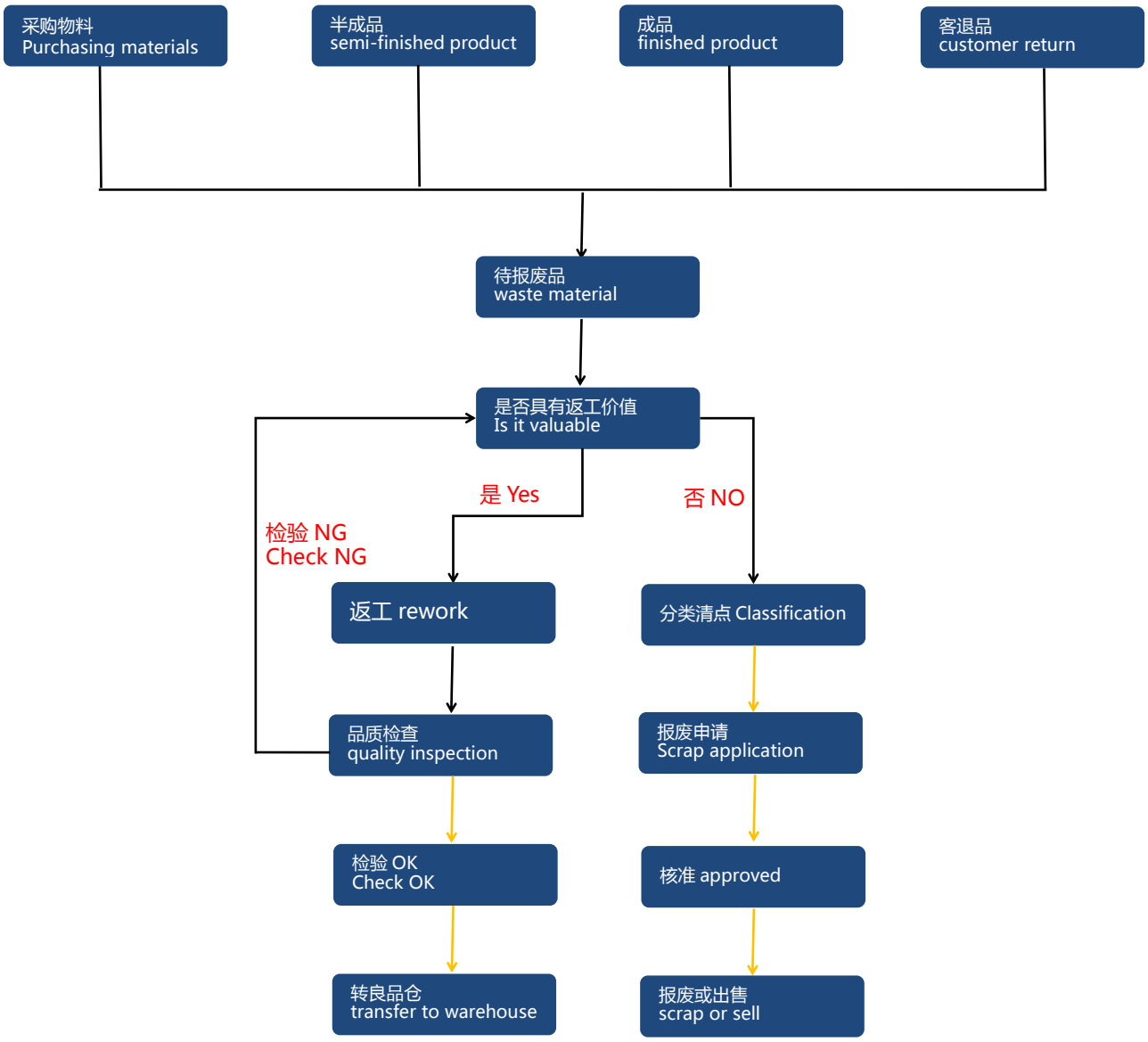
Relevant departments: preliminary identification of whether there are serious defects in product materials and issuance of scrap orders;

3.2 品质部：根据相关鉴定结果判定是否报废。

Quality Department: According to the relevant appraisal results, determine whether to scrap.

文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-021
文件名称： File Name:	**物料报废流程规范** **Specification of the material scrap process**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.19

4 流程图/Flow chart.



文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-021
文件名称： File Name:	**物料报废流程规范** **Specification of the material scrap process**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.19

5 报废要求/Scrap requirements.

5.1 报废类型/Scrap type：

5.1.1 因客户工程更改或工艺改进，使原有产品物料报废；

Due to customer engineering changes or process improvements, the original product materials are scrapped;

5.1.2 因库存时间过久，性能或外观发生变异，导致产品物料报废；

Due to the excessive inventory time, the performance or appearance of the mutation, resulting in the scrapping of product materials;

5.1.3 生产制程中或周转过程所出现的不良品，导致产品物料的报废；

Defective products that occur in the production process or turnover process, resulting in the scrapping of product materials;

5.1.4 品质部在检验过程中发现的不良品；

Defective products found by the Quality Department during the inspection process;

5.1.5 品质部在做各种破坏性实验时导致的产品物料报废。

The quality department scrapped the product material when doing various destructive experiments.

5.2 报废品的控制/Control of end-of-life products：

5.2.1 如报废品含组件，仓库需退回制造部将可用零件拆除后方可报废，拆下的零件经品质检验合格入库后，制造部方可领料使用；

If the scrapped product contains components, the warehouse needs to be returned to the manufacturing department to dismantle the available parts before it can be scrapped, and the

文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-021
文件名称： File Name:	**物料报废流程规范** **Specification of the material scrap process**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.19

dismantled parts can be picked up and used after the quality inspection is qualified and put into storage;

5.2.2 品质部在接到报废单后，对产品物料进行品质判定：如判定产品物料与报废单不符或不合理，则单据退回相关部门重新处理或重填单据；如品质部门判定无误后，则签核单据并送总经办最终审核；

After receiving the scrap order, the quality department will determine the quality of the product materials: if it is determined that the product materials are inconsistent with the scrap list or unreasonable, the documents will be returned to the relevant departments for reprocessing or refilling the documents; If the quality department determines that there is no error, the documents will be signed and sent to the General Manager for final review;

5.2.3 单据交与财务部核算成本；

Documents are handed over to the Finance Department for cost accounting;

5.2.4 仓库在报废产品物料上填写报废标识；

The warehouse fills in the scrap mark on the scrap product material;

5.2.5 申请部门按照报废单据核准的处理方法将相关产品物料送到指定的地点报废处理；

The application department shall send the relevant product materials to the designated place for scrapping in accordance with the processing method approved by the scrappage documents;

5.2.6 外购不合格品及物料放于退货区，由采购部统计数据联系供应商办理退货。

Purchased non-conforming products and materials are placed in the return area, and the purchasing department statistics contact the supplier for return.