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| **Inventory Program Description** |
| **Document Number:** | SRF-09-PD-001 | **Effective Date:** | DD Mmm 2025 |
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| **Document Owner:** | Phil Denny | **Department Owner:** | SRF Operations |

# Purpose

Parts and components, used to produce SRF cryomodules and cavities that are judged critical to quality by the organization must be received, documented, and stored prior to release to production. This Inventory Program description documents the strategy used to ensure that parts and components relied upon to produce cavities and cryomodules are received, stored, inspected, and issued while maintaining traceability.

# Scope

This Program applies to all projects requiring inventory control as deemed by SRF Operations.

Exclusions: The Program does not apply to projects controlled by or work conducted for SRF R&D, unless specified in work planning documentation.

# Program Description

## Receiving and Traceability

Parts and components purchased by a project through procurement process and upon arrival are delivered to the shipping and receiving (S&R) department, and then forwarded to SRF Inventory Control. The inventory personnel will do a preliminary inspection of the shipment and formally receive it into the inventory system by recording all pertinent information into the PRIMeS database. The PRIMeS database stores part information used for traceability such as:

* Part name and part number
* Part/Drawing Number (including revision level)
* Unique Identifier (Serial Number)
* Quantities
* Location
* Status (i.e. Hold, Rejected, Inspection required, Use as is, etc.)

## Storage

The primary storage location is a secured caged in area used for smaller inventory items on shelves. Alternatively, large inventory items (i.e. vacuum vessels, space frames, etc…) are stored in the Test Lab High Bay or offsite storage. Finally, satellite inventory locations may be setup for parts requiring special protection (i.e. cleanroom or radiation control areas) or parts awaiting inspection. All inventory items and their locations are tracked in PRIMeS while they are under the Inventory Program.

## Inspection

Most inventory items require detailed inspection and are moved to the Inspection Work Center while they are still maintained electronically in the PRIMeS database. When an inventory item is deemed suitable, the status in the PRIMeS database is updated and the inventory item is ready to be issued to Production immediately or returned to inventory storage. Alternatively, when an inventory item is deemed unsuitable, the status in the PRIMeS database is updated and the inventory item returned to inventory storage for reject or return to vendor.

## Issuance to Production

Suitable parts are issued to Production upon request from Work Center Leads as the Production schedule demands. To issue the part, traceability data is transferred from PRIMeS database to the Traveler System used through all production activities, including shipment to the customer.

## Records

Records of received parts are stored electronically in the PRIMeS database. All entries or corrections are tracked through user login info in accordance with the Records Management Program.

# Program Monitoring Methods

## Traceability Monitoring

A verification sampling of traceable parts shall be performed shortly after the start of production to ensure the traceability system is functioning to the agreed upon Project Execution Plan listed parts. The results of this sampling will be presented in Management Review meetings with a goal of 98% compliance.

## Serialization Monitoring

A verification audit of the serialization format listed in the Project Execution Plan versus the serialization format listed in the PRIMeS System shall be performed. The results of this comparison will be presented in Management Review meetings with a goal of 99% match.

# Responsibilities and Authorities

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| **Role** | **Responsibility** |
| Inventory Staff | Responsible for receiving parts, performing preliminary inspections, entering and updating the PRIMeS database, physically storing parts. |
| Inspectors | Perform detailed inspection, initiate NCRs when inspections fail, inform the Inventory Staff when parts move for repair, inform Inventory Staff when parts pass inspection and are issued directly to production. |
| Production Work Center Leads/Supervisor | Responsible for requesting parts from inventory, inform Inventory Staff when parts pass inspection and are issued directly to production, returning rejected part to inventory. |
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# References

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| [SRF-09-PR-001](https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-57479) | Inventory Control Procedure |
| [SRF-09-PR-002](https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-57480) | Serialization Procedure  |
| [SRF-09-PR-003](https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-57481) | Identification and Traceability Procedure |
| [SRF-09-PR-001](https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-57479) | Inventory Control Procedure |

# Release and Revision History

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| **Rev #** | **Major Changes** | **Revision Date:** |
| 1 | Initial version | 23 Apr 2021 |
| 2 | Rewrite of section 4 | 15 Aug 2022 |
| 3 | Added monitoring metrics to section 4. Editorial corrections throughout.  | 24 Feb 2023 |
| 4 | Attached template (SRF-07-FM-001 QMS Process Program Description Template, R3) (VDB) | 05 Apr 2025 |

# Approvals

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| Document Owner | Valerie Bookwalt |
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