

The purpose of this form is to ensure that the required actions are completed **prior to authorizing shipments of hardware to be installed at SLAC.**

System or Component Name: _____

Part/Drawing Number: _____ Serial Numbers: _____

Supplier Name: _____ Purchase Order Number: _____

Special Instructions:

Task No.	Task Descriptions (attach continuation sheets if additional steps are required) *Inform the LCLS Technical Lead if a task cannot be completed or a requirement met	Completed by*	Date
1.	Verify that the Bill of Material, drawing list, and SOW shown in the ASK System agrees with what is being shipped		
2.	Verify that a packing list has been included for each shipping container		
3.	Verify that the shipping address is correct		
4.	Verify that SLAC PO number 54628 is included on each shipping container, so the SLAC Receiving Department will know how to process the shipment.		
5.	Verify that all records required by the Purchase Order, Statement of Work, Drawings or Nonconformance Reports are present in the ANL QA Records package		
6.	Complete a QA Records Checklist form and include it as page 1 in the QA Records Package		
7.	Verify that the QA Records Package has been included with the shipment or uploaded to the SLAC ftp site		
8.	Authorize Supplier to proceed with shipment		
9.	Enter shipping information into the ASK system		
10.	Send email to Ben Poling (poling@slac.stanford.edu) notifying him that a shipment to SLAC has taken place		
11.	Verify that Ben Poling has completed the SLAC portion of ASK System entry		

Distribute: ANL Engineer's QA Records Package. ANL LCLS Quality Assurance Coordinator.