

Material Specification Sheet

The Objectives of Material Specification System.

Introduction:

Joinery products are made up of many different components, whether they are raw material timber, machined components, glass, adhesives, lacquers and paints or hardware. To ensure that the material and components that are supplied to your factory are of satisfactory quality, it is integral to the Factory Production Control (FPC) that a competent system is in place to ensure control over;

- i) The specification provided by the joinery manufacturer to the supplier of components
- ii) The materials and components that are delivered achieve these specifications.

Why operate a tight Material Specification, Procurement and Goods Inwards Quality Control in your Business?

Conformance: Your products are developed, tested and certified, often at high initial investment. To ensure that you can produce a product to the standards that you have developed and achieved in testing your product to it is imperative to ensure that changes to material specification do not slip under the radar as this can impact the performance and quality of the end product.

Commercial: From a commercial perspective a lax control over material and component specification can lead to poor quality product being produced for the market. This can lead to customer dissatisfaction and the high cost to the manufacturer of putting right product that has already been installed on site. If your products get to the end of the production process and are then identified as poor quality, money has been wasted on material, labour and overhead. As well as the inevitable delay to customers, Suppliers will rarely take back material that has been worked on.

Moral: responsibility to ensure that your products will perform to the safety or security standards that they were initial tested to.

Transparent communication between Manufacturer and Supplier:

Suppliers supply, Buyers Buy!

Be aware, some suppliers will do anything to get the deal. If the manufacturer has not specified exactly what they want, suppliers are free to change specification without informing their customers because they can secure the product from their suppliers and a faster or more economic price.

By running a competent system of Material specification control, you a PROTECTING your business from customer care costs, non conformance and ensuring product performance.

BWF Material Specification templates – Guide for Use

STEP 1: MASTER REGISTER OF SKU

Make a list of all of the SKU that you have in your production premises. List these on Sheet 1 (Master SKU List)

- Product Description
- SKU Code
- Supplier Name and Contact Details

STEP 2: CREATE MATERIAL SPECIFICATION SHEET

Each and every SKU in your factory should have an individual Material Specification Sheet to accompany it. Use the accompanying templates as a guide. NOTE: these templates have been developed to act as a guide to Material Specification. Individual companies and products may require more variable fields to be included depending on specification agreed with supplier.

Note:

If you have vast number of SKU, identify those products that are integral to the quality and conformance to safety standards and certification and complete Material Specification Sheet for these first. These are the SKU that represent the highest degree of risk and cost of remedial to your business.

STEP 3: CONTACT YOUR SUPPLIER

Request from them:

- Completion of Material Specification Template Sheet
- Product specific Material, Product and Safety and Environmental Data sheets
- Accompanying: Declaration of Performance
- Test Certificates to prove conformance to British / European Standards. (Must be relevant to product and current)

STEP 4: REVIEW

The data sent in by the supplier needs to be reviewed:

- Is it complete and relevant for the product in question?
- Are the test certificates, DoP and other documentation current?
- Do the products that you are purchasing conform to the prescribed standards?
- The member company must then decide if the supplier meets the requirements to become an approved supplier to their business.

STEP 5: SECURE DOCUMENTATION

Save the completed Material Specification Sheet into a named folder on your system. Save all accompanying certification and documentation in this folder and conduct a system of document control.

(Accompanying documentation and certificates can be hyperlinked to the Material Specification Sheet)

Documentation must be reviewed on an annual basis to ensure accuracy and records should be updated.

STEP 6: GOODS INWARDS INSPECTION

Use Material Specification Sheets to form checklist for quality inspectors for Goods in Material delivery.

- Check materials upon delivery
- If they do not reach specification, Use a NON CONFORMANCE FORM to document, quarantine material and do not allow into production.
- Inform supplier and commence discussion regarding return of material to supplier and delivery of new material that conforms on return.

Dealing with non conformances:

Sometimes a product is delivered that does not achieve the standards prescribed on the original material specification.

A system of dealing with non conformance should be developed within the business. The system should look to record, quarantine, inform supplier and arrange for replacement conforming material.