



Standard Operating Procedure: SOP-BALLS-23

SOP for Anonymous Balls USBC Receives for Testing

<u>Rev</u>	<u>Date</u>	<u>Staff Member</u>	<u>Purpose</u>
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Purpose: Standard Operating Procedure (SOP) for when balls arrive at USBC requesting verification that an individual ball complies with USBC specifications.

Procedure:

1. If ball arrives with documentation requesting that it be checked for all specs, then USBC will not proceed. USBC will only test balls received for spot checking if it has documentation with a specific specification in question. If a ball arrives with no documentation, then USBC will not perform any testing. USBC will only check for the stated specification in question.
2. Check Equipment Specification Manual to determine if specification applies (i.e. some specifications apply only at the time of manufacture or before drilling, etc.)
3. Record and copy all documentation received and test results in the “Spot Check” folder on the P:/ drive in the Spec and Certs folder. Save all documentation in its own folder under the name of the ball in question.
4. If ball arrived asking that the sender be notified of the results, they will not be provided. The results become the property of the USBC along with the ball. The results can only be shared with the ball manufacturer who produced the ball, the same as the results for a new ball approval. The ball will not be returned to sender. If the sender asks for the ball back, it will be returned and not checked for the requested spec.
5. If the specification in question is a manufacturing specification and is found to be a violation of the spec limits, then the Spot Checking Procedures, as outlined in the Equipment Specifications Manual, will be followed to determine if the ball is an isolated occurrence or a repeat violation of a specification. All steps in the “Spot Checking” Process will be followed including any penalty.
6. USBC will retain the ball for 1 year at which time it can be destroyed, but the results are kept on file.