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# Standard Operating Procedure Product Handling, Storage, Packaging, Preservation & Delivery

Document No.30012

Revision AF

## Revision History:

Rev	ECN	Description	Approved By	Date
AA	1023	Initial release.	F. DeBryan	8/21/96
AB	1185	Add labeling section.	E. Cooley	4/23/97
AC	1189	Added use of forklifts	E. Cooley	7/29/98
AD	1193	Update Purpose section to include Protecting and preserving products prior to and during delivery	E. Cooley	2/3/99
AE	1212	Deleted use of forklifts as not applicable	Elsa Cortez	4/5/20
AF	1251	Add section for Assessment of stock	Elsa Cortez	7/3/20

## 1. Purpose

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for:

- Product handling activities
- Use and maintenance of stores and storage areas
- Periodic assessment of stock
- Packaging activities
- Protecting and preserving products prior to and during delivery
- Labeling of production components/subassemblies.

## 2. Scope

This procedure applies to all materials, components, subassemblies, and finished products.

This procedure directly concerns the Receiving, Production, Storage, Packaging and Shipping functions.

## 3. Reference Documents

200004 Finished Goods Warehouse SOP

200075 Discrepancy Report Form

200088 Control of Non-conforming Products Procedure

200435 Component Identification Label

## 4. Responsibilities

Manufacturing Manager: responsible for ensuring that products are handled properly;

Inventory control: ensures that Stock is assessed for damaged or deteriorated products;

Engineering: ensures that packaging material and packaging are specified during product design;

QA: is responsible for ensuring that after the final inspection, products are packaged and moved the Warehouse

Purchasing: ensures that only shippers from the approved supplier/sub-contractor list are used.

## 5. Procedure

### 5.1 Product Handling and Preservation

The Manufacturing Manager is responsible for ensuring that products are handled properly and are adequately preserved in order to prevent their damage and deterioration.