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HANDLING, STORAGE, PROTECTION, AND PACKAGING

1.0 POLICY

All material for production shall be properly handled, stored, protected and packaged from incoming receipt to customer delivery. When necessary, the material must be protected and controlled from unauthorized use. Specific areas shall be restricted and only authorized personnel will be allowed to issue material.

2.0 RESPONSIBILITY

The Manufacturing Manager is responsible for ensuring that products are handled properly. All personnel are obligated to ensure company products are protected and maintained against cosmetic and functional harm. This is especially important within the Shipping, Receiving, and Stockroom areas. Engineering is responsible for specifying packaging material and packaging procedures for products. Care must be used when selecting modes or types of transportation.

3.0 ASSOCIATED DOCUMENTS

- 43-2269, Control of Shelf Life Inventory
- 43-2625, Packing Work Instructions
- 43-2621, ESD Protection Procedure
- 90-2000-7.5.3, Identification and Traceability

4.0 PRODUCT HANDLING

Material shall be protected from damage. Due to the nature of Product Resources' products, cautious handling of parts is a fundamental requirement of all employees. Special precautions shall be taken when handling static-sensitive devices; refer to 43-2621. When specific handling requirements are necessary, written procedures will be provided.

4.1 Containers

Plastic bins and bags and cardboard boxes are provided for holding components and products. Damaged or dirty containers are repaired and/or cleaned, or scrapped if beyond repair.

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4.2 Equipment

Equipment used for internal transport of products are carts and forklift trucks. Only designated personnel may operate forklift trucks, and these operators are specially trained.

5.0 STORAGE

Stored material that requires inspection must bear acceptance evidence by an authorized inspection report before it can be admitted to the stockroom. The material must be identified by a company part number and stored in assigned locations.

Stored material shall be maintained in ambient environments to prevent damage or degradation. Special precautions shall be taken when storing static-sensitive devices.

5.1 Storage Areas

There is one stockroom and a number of holding areas, such as receiving, inspection, shipping and quarantine areas. The Stockroom personnel, under the direction of the Inventory Control Supervisor, is responsible for maintenance and control of the storage areas.

Storage areas are maintained in good condition to prevent damage of stored products. All products in the stockroom are identified and arranged in numeric order according to their Product Resources part number; refer to 90-2000-7.5.3. As an exception, bulk items may be stored separately. Stock is rotated, i.e., oldest deliveries are used first.

5.2 Assessment of Stock

Every week specific areas in the stockroom are inspected and cleaned up. Stock is assessed for damage. Identification of products is checked, and items that do not belong in the stockroom are removed. Via cycle counts, inventory levels of stock are checked at this time. All material is inspected and counted no less than once per year.

Inventory with a shelf life is monitored on a monthly basis to ensure that it is fit for use. Any stock that is identified as expired will be purged. Reference procedure 43-2269 for work instructions.

5.3 Authorization to Receive and Issue

Only products that have passed receiving or final inspections are authorized to be received or issued from the stockroom. All stockroom receipts and issues are recorded.

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6.0 PACKAGING AND DELIVERY

Finished products shall be packaged to ensure cleanliness, preservation, and protection and labeled for delivery or for subsequent storage by qualified personnel. Appropriate materials and equipment necessary for shipping to perform its function shall be available in the Shipping Department.

6.1 Packaging

Packaging material and packaging are normally specified by Engineering. The specifications are communicated to the shipping personnel through the bill of materials. Use of alternative packaging materials and methods must be authorized by Engineering. If packaging material and packaging are not specified by Engineering, standard packaging practices are followed when shipping products. Reference Procedure 43-2625.

6.2 Delivery

Material and/or manufactured products must be packaged and transported in such a way to protect their cosmetic and functional integrity. No mode of transportation or method of packaging shall be used when it could jeopardize the quality of the product. Where required by contract, the company shall guarantee the safety of the product through shipping and installation.

After the final inspection, products are stored in the stockroom. Products are packaged immediately following the final inspection (unless no packaging is specified). When an order is due to ship, products are retrieved from the stockroom. Adequate storage conditions and specified packaging protect the products against damage at those stages. Nonetheless, shipping personnel are instructed to watch for any damaged products before packaging and report such to a QC inspector.

Whether delivery is specified by contract or not, packaging materials and design must be suitable for the intended means of delivery.

When delivery is required by contract, the company will guarantee the safety of the product through shipping to the destination.

7.0 POLICY ON USE OF OZONE DEPLETING CHEMICALS

Product Resources has a policy restricting the use of ozone depleting chemicals. Product Resources may not purchase or use packing materials containing these chemicals.