

DOCUMENT NUMBER <b>91-4003</b>	REVISION <b>B</b>	TITLE <b>Preservation and Storage of Material and Product</b>	REV DATE <b>01/2023</b>	Page <b>1 of 2</b>
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## 1.0 Purpose of Procedure

This document describes Product Resources' process for handling, storage, and preservation of material and product. It provides for a procedure and assigns responsibilities.

## 2.0 Scope of Process

The scope of this process is Production materials in the Production environment. (See also 91-4004, Production Environment.)

## 3.0 Process Owner(s)

3.1 Manufacturing

3.2 Quality

## 4.0 Procedure

### 4.1 Handling

Material and product 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 via the routing.

#### 4.1.1 Containers

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

#### 4.1.2 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.

### 4.2 Storage

Stored material or product in stockrooms must bear acceptance evidence by its operation(s) completed and signed for (manufactured items) or completed receiving inspection and Quality incoming inspection as applicable (purchased items) before it can be admitted to a stockroom.

Material and product must be identified by a Product Resources item number and stored in assigned locations.

Stored material and product shall be maintained in ambient environments to prevent damage or degradation. Special precautions shall be taken when storing static-sensitive devices; see 43-2621, ESD Control Procedure.

Only Production materials may be stored in the Production environment.

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#### **4.2.1 Storage Areas**

Storage areas include stockrooms for received material and product and Production areas for kitted material in batch jobs, work cell production with co-located materials, and generic hardware and substances that are not kitted.

There is one main stockroom and a number of holding areas, such as receiving, Quality inspection, shipping, and quarantine areas. The stockroom personnel, under the direction of the Manufacturing Manager, is responsible for maintenance and control of the stockrooms.

Storage areas are maintained in good condition to prevent damage of stored product and material. All products in the stockroom are identified and arranged in numeric order according to their Product Resources item number. As an exception, bulk items may be stored separately, labeled as to their identity. Stock is rotated, i.e., oldest receipts are used first.

#### **4.2.2 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. Refer to 43-2269 for work instructions.

#### **4.2.3 Authorization to Receive and Issue**

Only stockroom personnel and the Manufacturing Manager may receive and issue material and product to/from the stockroom. All stockroom receipts and issues are recorded.

#### **4.3 Food and Beverage Policy**

Employees shall not consume food while handling material and product, and there are restrictions on beverages. Likewise, food is restricted in material and product storage areas, and there are restrictions on beverages.

For the complete policy and the exceptions, please refer to 91-4004, Production Environment; storage areas are defined as a "production area" therein.

### **5.0 Control of Records**

The storage location and retention period for records referenced above are given in 91-6002, Control of Records.