

Procedure

Material Handling P7.5.5-1

Rev. H

Approved By: Mike Orsini, Quality Manager
Date: 10/29/2002
Purpose: To document procedure for handling.
Scope: All raw materials and products.
Authority: The Quality Manager has the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 7.5.5 Preservation of product
- Customer Returned Product - Non-Conforming Product Procedure P8.3-3
- DMR P8.5.2/3-3
- Receiving Inspection P7.4.3
- Storage Procedure P7.5.5-2
- FIP
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
06/13/96	Revised paragraph 1 & 2 under shipping & 4 under administration – page 3	B	MO
12/10/96	Divided procedure into four separate procedures: 4.15-1 Material Handling 4.15-2 Storage & Preservation 4.15-3 Packaging 4.15-4 Delivery	C	MO
01/02/97	Added reference for receiving log	D	MO
03/19/97	Step 1 - check revision of pages received Step 2 - recording of passing inspection Step 6 - notify if materials allotment available	E	MO
03/07/00	Deleted last sentence in item number 2 because it did not reflect current receiving inspection process. Removed reference to Receiving Inspection Procedure 4.10-1 from item number 1 and placed it in item number 2.	F	TM
4/1/2002	Revised paragraph 2,3 & 9, no longer use manual methods of notifying others. Use ERP system for all required info.	G	MO
10/29/2002	Updated to the ISO 9001:2000 requirements and flowcharted.	H	MO

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