**Procedure**

**Material Handling P7.5.5-1**

**Rev. H**

**Approved By:** Mike Orsini, Quality Manager

**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
<th>Rev</th>
<th>By</th>
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<tbody>
<tr>
<td>06/13/96</td>
<td>Revised paragraph 1 &amp; 2 under shipping &amp; 4 under administration – page 3</td>
<td>B</td>
<td>MO</td>
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<tr>
<td>12/10/96</td>
<td>Divided procedure into four separate procedures: 4.15-1 Material Handling 4.15-2 Storage &amp; Preservation 4.15-3 Packaging 4.15-4 Delivery</td>
<td>C</td>
<td>MO</td>
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<tr>
<td>01/02/97</td>
<td>Added reference for receiving log</td>
<td>D</td>
<td>MO</td>
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<tr>
<td>03/19/97</td>
<td>Step 1 - check revision of pages received  Step 2 - recording of passing inspection  Step 6 - notify if materials allotment available</td>
<td>E</td>
<td>MO</td>
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<tr>
<td>03/07/00</td>
<td>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.</td>
<td>F</td>
<td>TM</td>
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<tr>
<td>4/1/2002</td>
<td>Revised paragraph 2,3 &amp; 9, no longer use manual methods of notifying others. Use ERP system for all required info.</td>
<td>G</td>
<td>MO</td>
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**Receiving**
- When product arrives, pull packing list for quantity and type of material. Review the material received for condition (i.e. damaged in shipment, rust, etc.). Compare packing slip to P.O./Material Request P.O., ensure material received to the correct revision level. If packaging or items received are damaged, the receiver shall complete a DMR per DMR Procedure (P8.5.2/3-3) and move to the Hold Area for disposition by the Quality Department.
- Review P.O./Material Request, packing slip and container for special handling procedures. Stamp received date, QCI part number, and revision (if applicable) on container. Input required information into the ERP system. Provide a copy of the packing slip to the Quality Assurance Technician to start Receiving Inspection Procedure (P7.4.3).
- Input all required information into the ERP system to show material has been received, and to provide a stocking location within the system should the default bin not be available.

**Admin**
- File Quality Records according to Quality Records Procedure (P4.2.4)
- Use Storage Procedure (P7.5.5-2) to place material in inventory. Place material in inventory using all applicable handling instructions.

**Allocation**
- Review production schedule and notify supervisors raw material is ready for production. Verbally notify Project Manager, Purchasing, and Customer Service if materials are unavailable so that materials can be ordered or the customer notified as necessary.
- Review container for special handling instructions.
- Assign QCI part number to container or Shop Order number if appropriate. Use appropriate means for handling material when moving to/from storage area.

**Supervisors or Designee**
- Review SMPs, or material record in ERP for special handling instructions.
- Move product to next production work center using appropriate handling method.
- Notify next department supervisor of any special handling instructions.

**Shipping**
- Review FIP and department work instructions for special handling instructions.
- Apply appropriate handling instruction labels to containers.
- Store or ship product.

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<th>Complete?</th>
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<td>Yes</td>
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