Procedure
Storage and Preservation P7.5.5-2
Rev. F

Approved By: Mike Orsini, Quality Manager

Purpose: To document procedure for storage and preservation.
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
- Quality Records Procedure P4.2.4
- Departmental Work Instructions MOLD014, REC017

Change History

Date	Change	Rev	By
12/10/96	Initial revision	C	MO
01/02/97	Added rec for stock deterioration	D	MO
10/29/2002	Updated to the ISO 9001:2000 requirements and flowcharted.	E	MO
3/4/2004	Revised to include procedures for review of age sensitive material. Reference to work instructions.	F	MO

Receiving

Determine appropriate storage area for material (warehouse or cold storage). (Mold resins, tape and shrink tubing are stored in cold storage for preservation purposes.)

Ensure all product received that has a shelf life is identified with the expiration date. When perishables materials are received and the expiration date is not clearly recorded on the packaging then retrieve shelf life information from product data sheets and calculate the expiration date from the receipt date.

Input in computer inventory system the type and amount of material.

Rotate material when possible so oldest material is allocated first.

For all age sensitive material, when issuing and being used for production, check expiration date of the material. Follow work instructions for applicable departments to determine the usability of the material. In instances where material is out of date and will be scrapped, record in logs according to departmental work instructions. (MOLD014, REC017)

Physical inventory is taken yearly During physical inventory review material for deteriorated material. Notify supervision of any questionable conditions for disposition. Follow any departmental work instuctions related to age sensitive material.

END

Shipping

Determine appropriate location for finished goods.   Product that is ready for immediate shipment is stored on the shipping floor. Product to be shipped on a later date is stored on the Finished Goods Rack and Over Runs are stored on the Over Run Rack.

Log location of goods on the Stock List.

Physical inventory is conducted once per year and finished product is reviewed for deterioration. Record inventory review on a memo along with unusable material and submit to the Quality Manager. Any other deterioration is also reported by memo to the Quality Manager.

END