

Procedure Delivery P7.5.5-4 Rev. F

Approved By: Mike Orsini, Quality Manager

Purpose: To document process for delivery.

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

Change History

Date	Change	Rev	By
03/19/97	Customer service shall notify shipping of packaging and delivery changes	D	MO
09/30/97	Responsibility changed in steps 6 & 7 from Administration to Shipping	E	MO
10/29/2002	Updated to the ISO 9001:2000 requirements and flowcharted.	F	MO

Shipping

Review Shipping Schedule for needed shipments. Review Shipping Manual (SHIP001) for customer specific skidding requirements. Customer specified packaging of individual parts are recorded on the SMP/FIP. Customer Service shall at a minium verbally notify the Shipping Supervisor of new requirements, but should do so in writing. Shipping Supervisor shall update the Shipping Manual with handwritten changes and inital and date the change.

Generate internal packing list and shipping labels.

Attach labels and give internal packing list to Admin.

Generate formal Packing list and Trucking Bill. If the customer has dictated the method of shipment then use required carrier else have Shipping select carrier from Approved Carriers List.

Give Shipping Documents to Shipping.

Confirm Trucking Bill to actual product. Apply packing list to skid.

Load truck using appropriate handling procedure.

END