


Management System Requirements - Procedures

					
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## QMS Procedure

### 8.5.4. Preservation

#### Scope

This procedure sets out the action and responsibilities necessary to ensure that all incoming material and parts are handled inspected stored and recorded in accordance with the Company Quality System.

This procedure shall apply to all incoming material and parts including sub-contracted work and customer supplied items.

#### 1. Receipt of Goods

- On receipt goods shall be checked for type and quantity and damage;
- Sign delivery note to signify receipt, if correct;
- If packaging is damaged or delivery is incorrect the delivery note should be endorsed to indicate this;

#### 2. Identification

- Goods supplied in standard trade packaging shall be opened and identified against purchase order and/or catalogue description;
- Particular regard shall be paid to the attachments, connections and adapters required as part of the assembly;
- These form part of the description and shall be securely attached to the unit or are secured within the package;
- Where goods are specially preserved or packed for storage purposes, the inner container shall not be opened if the package label clearly identifies the contents and that this description agrees with the J & E Hall International's order and the suppliers Advice Note.

#### 3. Customer Supplied Items

Customer Supplied goods shall be identified against the supplier's specification / drawing / advice note as applicable and labelled accordingly.

#### 4. Storage of Materials

Where necessary suitable containers and/or protective coverings shall be employed at all times.

- Storage conditions should be warm and dry and material sensitive to ambient conditions shall be subject to suitable protection and precautions in storage, handling and use, for example, rubber items should be protected from direct sunlight;
- At the regular stock check intervals staff are to check the condition of items subject to deterioration, for example, limited shelf life items;
- Any item found to have deteriorated beyond its useful life is to be labelled as scrap, segregated and disposed of as soon as possible;
- Staff shall be instructed to report cases of suspected damage or deterioration of material or parts to management.

#### 5. Non-Conforming Items

Any items found to be non-conforming are to be processed by the Control of Non-Conformity procedure.

#### 6. Records

Delivery Notes either stamped or endorsed with the name and signature of person who inspected the items.