VOP			
Operating sub Process			
Stock Control, Handling, Control of Labelling, Storage, Movement			
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SCOPE

This procedure is established to describe the system used within the company for the control of labelling, storage and movement of stock. It is used in conjunction with the individual sub procedures, which show the relevant information necessary.

RESPONSIBILITIES

It is the responsibility of the Managing Director, to ensure that the contents of this procedure, and related procedures, are adhered to.

PROCEDURE

This procedure defines the system in operation within the company for the control of all stock and its counting, labelling, movement, storage, the disposal of expired stock and control and monitoring of incoming goods and any contamination they may have been exposed to.
It is the responsibility of the Warehouse Controller to ensure that this procedure is adhered to. It is the responsibility of all the warehouse staff to ensure that the procedure is complied with.

OBJECTIVES

It is the Objective of this VOP to demonstrate the processes involved, in the companies, in relation to the Stock Control, Handling, Control of Labelling, Storage, Movement.

HANDLING

All products are handled in such a manner as to prevent any damage. Suitable boxes, duckets, trays and protective mediums are available in sufficient quantities to assure safe handling. All staff will be adequately instructed in all aspects of handling products safely and securely.

All products received in will be assessed for contamination, either in the form of a visual check or a review of the originating country, or the shipping method. We are now aware that Pandemics can and do affect us and we will aim to protect our staff. If parcels come in from a country or areas that has incidents of infection, that can be pass on through shipped parcels. We will use gloves and where suitable, masks. Then isolate them and use appropriate and recommended methods to de contaminate them. Before any work or assessment is carried out.
This applies to any parcel received:
Including returns from customers e.g. Hospitals, companies or private buyer. In the UK or from Overseas. Products received back from hospitals will all be treated as if no decontamination certificate has been received. Therefore all such products will be handled with care using disposable gloves and where suitable, masks. Then isolated and the use of appropriate and recommended methods to de contaminate will be used.
This is same for items from Suppliers e.g. purchase orders, samples, returns. Or general incoming post.

Once opened the same process applies, if we have an item that shows evidence of contamination we will proceed as above. The item will be made safe before any work or assessment is carried out.

LABELLING

All stock entering the building, once its been booked in, will be barcoded and each barcode will have a unique identifying number on it.
None of the Labels that are already on the goods, from the supplier will be removed. For all Medical stock, no changes or alterations will be made to already finished stock.
We will add extra packaging or box any stock that requires it, to ensure its safe storage and shipment. We may add an outer box label to ensure the outer packaging remains closed.

STORAGE

Each department has its own unique storage facilities, which are under the control of the relevant staff. All storage areas are identified by and kept tidy so as to maintain product integrity. All products, wherever stored, are stored so as to separate individual types, etc. and do not allow product mixing, contamination etc. and in an environment suitable for their storage. All goods, in store rooms, are used / supplied on first in first out basis, and reference to shelf life is taken from Intrastats. All stock locations are uniquely barcoded, so all stock can be traced.

There are sufficient storage areas to isolate stock that is pre QA, on hold, non conforming, awaiting return to supplier. Goods located in these areas have been visually checked and booked in. Stock that is unable to be barcoded is isolated and a hold label generated, this will include an issue, date and initials. These are placed on unsellable stock locations to ensure no unfinished or reviewed stock can be sold.

Hazardous materials are stored in the dedicated Metal Cupboard and each material type has an accompanying COSHH data sheet, which are available, in Intrastats, to the First-aider and others who may need to know.

All stock will be stored within the temperature range specified in their specification. Any that require a limited range will be monitors. Most stock have specifications that match with Staff working temperatures and so this is monitored in conjunction with suitable staff working temperatures. We have a Hive thermostat in both buildings so these can be checked if there are any concerns.

Office and stationary materials are all stored on the appropriate shelving in the main warehouse area or office.

The Main Storage Areas

Main Stock Rooms
Goods located in these areas have been visually inspected and/or tested and labelled ready for picking and despatch to customers. They are located on barcoded shelves and identified with a barcode and description. Customer items on hold are kept together where possible (physical size is the limiting factor) labelled as such and scanned to the appropriate paperwork. All stock is stored on a first in first out system.

Demonstration and Exhibition Items
The Demonstration items are for demonstration purposes only and are barcoded as such and scanned to the demo shelf.

The Exhibition Items items are for Exhibition Items purposes only and are barcoded as such and scanned to the Exhibition Items shelf.

Reconditions or service exchange replacement stock is not new and is used as service replacement. These mainly consists of PCB's, modules and sub-assemblies or complete units. They can only be supplied as reconditioned and/or service replacement.

Non-conforming Areas (Outside ISO requirements) Contains equipment, rare and very old components and sub-assemblies used in equipment, still in use in the UK. This is the only source of many of items occasionally required. They can only be removed with permission of Managing Director and can only be supplied as described as removed from old equipment. This is done using stock transfer note QC19 form. QC 19 form not to be used with medical products.

Finished items from production are moved into stores after QA. Once in stores they are under the same controls as purchased proprietary items, as such they are protected in the same way.

STOCK CONTROL

All movements of stock is done by scanning the individual barcode from stock barcode location to location.
Stock from both suppliers and / or production is to be scanned to the nearest barcode location sticker when placed on a shelf.

Each member of staff has their own barcode number if they need to use/take an item of stock.

Stock levels and other information is held on Intrastats. All items entering the building are counted and checked against the purchase order and delivery paperwork.
When booking serialised stock in to Intrastats the supplier serial numbers are used. Other items that we deem requires a serial number are entered in to Intrastats and serial numbers generated. If no serial number is needed, or relevant, then all barcodes are allocated an ID number. At this time the other relevant information is added e.g. date codes, manufacture date, lot number, expiry date etc.

All stock locations are recorded and continually updated in Intrastats.

Where items are required from a non conforming stock location, a stock transfer note (Form QC19) is completed. QC 19 form not to be used with medical products.

Stocks will be counted and updated in Intrastats at least once per year and reconciled. Continuous assessment is essential to maintain harmony with variable sales. Intrastats is to be used as the main stock level indicator.

Items required by manufacturers to have special storage will be stored in a designated area chosen and labelled to comply with the manufacturers conditions. All components and sub-assemblies will be stored in the original suppliers / manufacturers containers / packets where possible.

Any stock that has expired, so gone past its used by date or manufacturer date / lifespan, will be quarantined on an unsellable stock shelf and then disposed of. They will be either recycled where possible or disposed of in line with regulation.

PACKAGING

New and finished products, when ready for shipping, are packaged in accordance with the relevant procedure and any packaging material is sufficient to ensure the safety of the product.

No packaging material can have an adverse affect on the product being packed. This has all been sourced at the design and development stage.