

**Goods In Procedure**  
8010022  
APD16 Oxygen Sensor

Image to be added

v1.0  
14<sup>th</sup> May 2014

## 1. Verify sensor model

Using the images below verify that the sensors are the correct model, in terms of casing, connector.

Image to be added



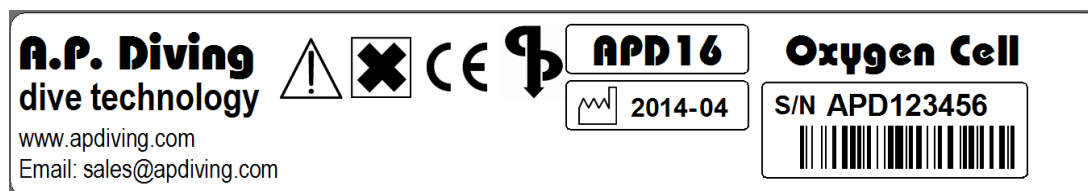
## 2. Verify labelling

Using the images below verify that the sensor and oxygen sensor bag labels are correct.

- a) Check that the serial numbers follow on from the last batch.
- b) Serial number format: APD1xxxxx
- c) Check date format and that it is current and valid: Year-Month, e.g. 2014-04  
**NOTE:** we may have stipulated a 'manufactured' month required on the purchase order.

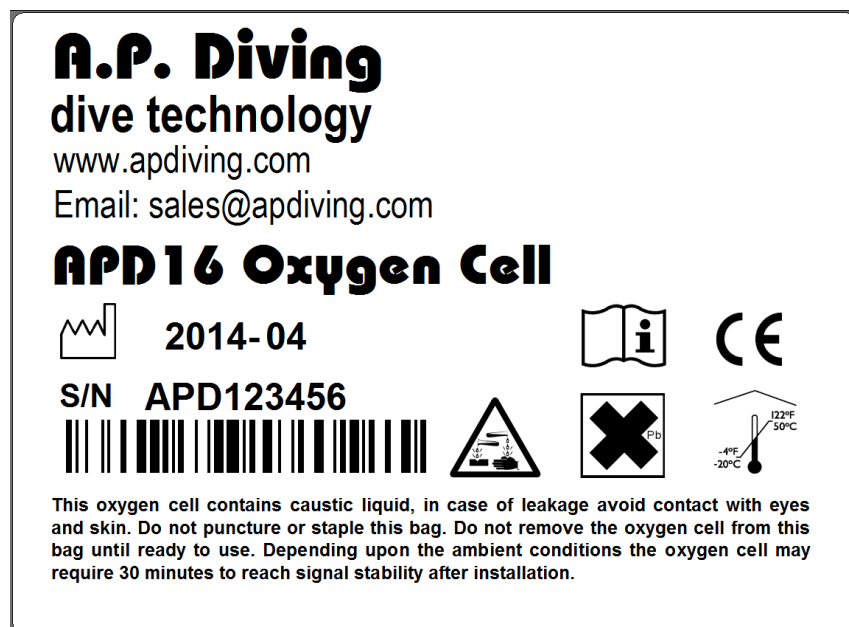
Oxygen sensor label 90.0mm x 15.0mm

White vinyl label, text & graphics – black



Gas barrier bag label 63.5mm x 46.6mm

White label, text & graphics – black



**NOTE:** Check that there is a 'breathing hole' through the label and bag.

### 3. Sensor test results

Ensure that the factory production test results have been received in spreadsheet format and save a copy in **Z** drive, within the folder: **VST Sensor Test Results Sheets**.

### 4. Processing of the Purchase Order

Check the received paperwork against the purchase order and process in Opera following standard procedures.

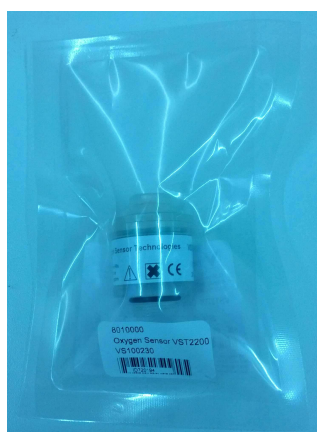
### 5. Book-in sensors into Intrastats

- Check serial number run and input into Intrastats.
- Print off bar code vinyl labels.
- Print off A4 sheet/s with bar code labels.

Vandagraph Sensor Technologies Ltd.  
15 Station Road, Cross Hills, Keighley, West Yorkshire BD20 7DT, United Kingdom  
Tel +44 (0) 1535 634900 Fax +44 (0) 1535 635582 e-mail: info@vandagraphst.com  
www.vandagraphst.com

## 6. Sealing and bar code label

- a) Check that the single line heat seal is intact. Using the heat seal machine (with wide security seal band), re-seal the bag over the existing single line seal, see image below.
- b) Affix the associated vinyl bar code label to the rear of the bag, see image below.  
**NOTE:** Centrally affix the label ensuring that the lower edge is aligned with the lower edge of the front label.



Generic pictures for illustration purposes only.

## 7. Packing

- a) Together with the A4 sheets printed with bar code labels, scan to and store sensors (in serial number order) in a labelled large plastic storage bin in the VST stock area.
- b) Assemble packing box/es. **(Instructions & images to be inserted)**
- c) Affix packing box labels.
- d) Pack the sensors into the packing box **(instructions & images to be inserted)**
- e) Insert the A4 sheet's with bar code labels into the top of the packing box.
- f) Insert Declaration of Conformity Certificate (if applicable, need to state for each sensor).
- g) Loosely seal the packing box and then scan to store in the VST stock area.

## 8. Shipping

- a) As appropriate, scan the sensors to the order using the A4 sheet/s with the bar code labels. Then discard the A4 sheets/s.
- b) Insert a copy of the invoice (if applicable).
- c) Depending upon sensor quantities, multiple boxes may need to be packed into a large cut down box, depends upon each customer usual or requested quantities.
- d) Affix UPS shipping labels.