

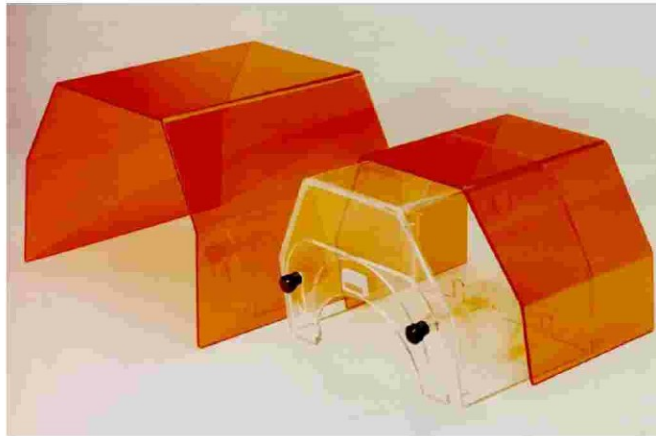
**COMPANY OPERATING PROCEDURE****Q.A. - Packing Checklist Procedure  
VM3/COP/52.03**

Date: 29-Sep-03

Revision Date: 24-Jan-05

Issue: 1

1. Unpack the Light shield from its original packing, and check that:
  - a. The product is the correct item
  - b. The product is the correct configuration:
    - i) PP Full Amber Hood
    - ii) PP Semi Hood
    - iii) PP Open Light Shield
    - iv) Special



2. Check the product to ensure that there are no sharp edges.
3. Check that there are no scratches on the product.
4. Check the neck aperture to ensure that there are no sharp edges.
5. Add the appropriate labels.
6. Add the insert leaflet
7. Clean the product and repack.
8. Ensure that there is an adequate amount of packaging material around the product prior to taping up the box.