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 and storage. 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.

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.

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 until it is in a suitable and appropriate sealed bag for movement to the repair department.

STORAGE

Each department has its own unique storage facilities, which are under the control of the relevant staff. All storage areas are identified 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 F.I.F.O. basis, and reference to shelf life is taken from Intrastats.

There are sufficient storage areas to isolate stock that is pre QA, on hold, non conforming or 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 and issue generated.

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.

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

Oxygen is maintained at a level of 6 cylinders, with one at a time being used.
There are 2 bottles on the bank – One in use.
There are 2 spare bottles, of which one may have been used.
There are 2 bottles in reserve and should normally, never be used unless there is a week of intense Oxygen Use.
When there are 2 empty bottles in the rack, the Warehouse Controller will re-order a further 2 bottles. Full cylinders will still have the seal intact, empty or in use cylinders will have the seal completely removed.

The main storage areas are:
Main Stock Rooms
Goods located in this area 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 F.I.F.O. system.

Demonstration Items
These items are for demonstration purposes only and are barcoded as such and scanned to the demo shelf.
Reconditions or service exchange replacement stock is not new and is used as service replacement. These mainly consists of P.C.B.'s, modules and sub-assemblies or complete units. Can only be supplied as reconditioned and/or service replacement.

Non-conforming Areas (Outside ISO requirements) Contains equipment and 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.

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 and Opera. 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.

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.

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.