

COMPANY OPERATING PROCEDURES				
Handling Storage & Stock Control				
Created:	17/May 1995	VM3/COP/20.07	Issue	3
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1. HANDLING

- Suitable boxes, trays etc., and protective mediums and packing will be available in sufficient quantities to assure safe handling, and storage. V07/3.1 ✓ *W*
- All staff will be adequately instructed in all aspects of handling products. V07/3.2 ✓ *W*
- Products received back from hospitals will all be treated as if no decontamination certificate has been received. Therefore all product will be handled with care using disposable gloves until it is in an appropriate sealed bag for movement to the repair section V07/3.3 ✓ *W*

2. STORAGE

i. General.

Sufficient secure storage areas will be provided for the isolation and protection of goods pending use or shipment V07/4.2 ✓ *W*

ii. Goods inward and Quality Assurance

Goods located in this area have been visually checked and booked in as *W* 28/3/06 *W*

iii. Goods with a shelf life or use by date Particular attention will be paid to ensure these goods are not stored past the recommended sell by date or supplied after a recommended use by date. Such goods will be supplied on a FIFO basis ✓ *W*

iv. Reference to shelf life of product will also be made from V07/4.3 ✓ *W*

a. Labeling on the product

b. Manufacturers COSHH data sheets *W* 28/3/06

v. There are five storage areas

vi. Main Store

Goods located in this area have been visually inspected and/or tested and labelled ready for picking and despatch to customers. They are located in small component drawers or various sized coloured duckets, identified by Suppliers' code and/or description. Agencies items are kept together where possible (Physical size is the limiting factor) and labelled. Sensors are stored on a F.I.F.O. system in special vertical hoppers *W*

vii. Service Store

Components are located in the workshop area in small drawers. Each drawer is labelled with the suppliers part number and/or description. Where possible the original suppliers packing is retained in the drawer. The drawers are grouped where possible into types of component or by supplier ✓ *W*

viii. Demonstration Items

(Demo area or in the field) These items are continually moving about the country and periodically are returned to a Demonstration Area via the workshop and/or Q.A. Position of items is located using Opera.

Can only be sold as Ex-Demonstration stock, Use Goldmine for current location *W* 28/3/06 *W*

Demonstration Model

i. Reconditions/Service Replacement Stock

This stock is not new and is used as service replacement. Mainly consists of P.C.B.'s, modules and sub-assemblies or complete units. Can only be supplied as reconditioned and/or service replacement ✓ *W*

ii. Non-conforming area back-up store

Service Exchange

(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. Can

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only be removed with permission of M.D. and can only be supplied as described as removed from old equipment ✓ *LD*

Office and stationary materials are all stored on the appropriate shelving in the main office area. ✓ *LD*

- 4.6 Oxygen is maintained at a level of "6" cylinders, with one at a time being used. ✓ *LD*
- There are "2" bottles on the bank – One in use. ✓ *LD*
 - There are "2" spare bottles, of which one may have been used. ✓ *LD*
 - There are "2" bottles in reserve and should normally never be used unless there is a week of intense Oxygen Use. ✓ *LD*

When there are "2" empty bottles in the rack, the Stock Person 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. ✓ *LD*

PACKAGING

- 5.1 Finished products are moved into stores in the same duckets as used in production. Once in stores they are under the same controls as purchased proprietary items, as such they are protected in the same way. ✓ *LD*
- 5.2 Finished product that is being withdrawn for sale to customers is packaged in accordance with the relevant procedure and any packaging material is sufficient to ensure the safety of the product. ✓ *LD*

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

iii.

2. Stock Control

- The main stock is held on Opera All items entering the building i.e. purchased or on consignment are entered with the purchase price in the currency supplied. ✓ *LD*
- Serialized stock is registered and booked out by serial number (QC02) ✓ *LD*
- Non serialised stock is booked in onto a stock controlled computerised system. ✓ *LD*
- Key to stock location is in Opera: *LD 23/3/06 WROSL*
- Where items are transferred from one stock location to non conforming stock a stock transfer note (Form QC19) is completed
- Stocks will be visibly checked at least once per year and the computer reconciled. ✓ *LD*
- Continuous eyeball assessment is essential to maintain harmony with variable sales. ✓ *LD*
- Opera is to be used as the main stock level indicator. ✓ *LD 23/3/06 WROSL*
- Items required by manufacturers to have special storage will be stored in a designated area chosen and labeled to comply with the manufacturers conditions ✓ *LD*
- All components and subassemblies will be stored in the original suppliers / manufacturers containers/packiets where possible. ✓ *LD*

DELIVERY

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- 6.1 All deliveries are controlled in the first instance by the courier being part of the Approved Suppliers list. They are also monitored for compliance to the company's requirements. ✓ *12*
- 6.2 Customer feedback on product quality will also be a deciding factor on which couriers are selected. ✓ *12*