

VM3COP27.51 Incoming / Goods in Contamination Control

DECONTAMINATION

Handling incoming goods

All products received in will be need to 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 aim to protect our staff from exposure where needed. If a parcels comes in from a country or areas that has incidents of infection, that can be passed on, through shipped parcels. We will use disposable gloves and where suitable, masks. Then isolate the parcel and use appropriate and recommended methods to decontaminate 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. These will then be isolated and the use of appropriate and recommended methods to decontaminate will be used.

This is same for items from Suppliers e.g. purchase orders, samples or 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 on it.

Appropriate methods to decontaminate incoming parcels and stock

When an item has found to be contaminated or dirty we will use suitable cleaning wipes, spays, Clinell wipes and Isopropyl alcohol. Which ever is most appropriate for the item that has come in. Packaging can be hard to clean so contaminated packaging should be disposed of if you are not able to clean it appropriately.

Once done you must wash your hands well and dispose of any gloves or masks used, in an appropriate manner.

A long of items that have required cleaning, should be kept by sending an issue to a director / Sale or Technical manager. So they can contact the sender where suitable.