

### COMPANY OPERATING PROCEDURE

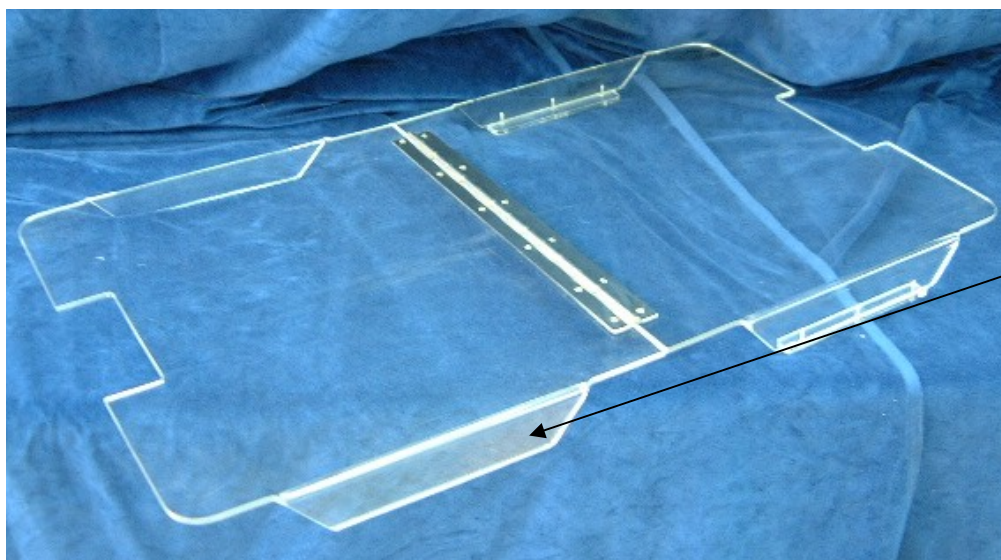
#### Q.A. - Packing Checklist Procedure Cot Lids VM3/COP/52.02

Date: 29-Sep-03

Revision Date: 11-Jul-11

Issue: 1

1. Unpack the Cot Lid from its original packing, and check that:
  - a. The product is the correct item
  - b. The product is the correct configuration:
    - i) PP8115 Standard cot lid: PP8711 For Hoskins: PP8712 for Bristol Maid: PP8713 for Nesbitt Evans
    - ii) With Ventilation slot (option)
    - iii) With Adjustable slide (option)



Ensure CE mark label 03303135 is attached to Cot lid overhang and is incorporated on the User Insert

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 Lid-Hinge area to ensure that there are no sharp edges.
5. Tighten the Lid Hinge screws.
6. Add the appropriate labels.
7. Add the insert leaflet 0490051
8. Clean the product and repack.
9. Ensure that there is an adequate amount of packaging material around the product prior to taping up the box.