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<u>STOCK CONTROL</u>			
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<u>Charts 11, 15, 20, 21, 22, 23, 24 & 25</u>			

STOCK CONTROL

This procedure defines the system in operation within the company for the control of all goods being received (VOP 20) , their subsequent movement to storage / production, and their subsequent packing and despatch (VOP 22). It is the responsibility of the Stock Control Supervisor to ensure that this procedure is adhered to. It is the responsibility of the goods-in operative and office staff to ensure that the procedure is complied with.

HANDLING & STORAGE

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, by supervision, in all aspects of handling product 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.

Each department has its own unique storage facilities, which are under the control of the relevant supervisor; all storage areas are identified and kept tidy so as to maintain product uniqueness. All products, wherever stored, are stored so as to separate types, styles etc. and do not allow product mixing, contamination etc. All goods in stores are used / supplied on F.I.F.O. basis, and reference to shelf life can be taken from such as; Product Labelling, COSHH data sheets etc.

Hazardous materials are stored in the dedicated "Metal Cupboard" and each material type has an accompanying COSHH data sheet, which is available 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 office 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 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.

STOCK CONTROL

All Movements of Stock are Barcode scanned from 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.

