

COMPANY OPERATING PROCEDURES				
Receipt of Goods				
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1. RECEIPT OF GOODS

- 1.1 On arrival, goods are signed for as "unchecked" on carriers paperwork (for insurance purposes and placed with the delivery documentation in the "Goods Inwards" area. Number of boxes must be counted. **V20 / 3.1**
- 1.2 The consignment will be opened and consignee recorded in **GOODS INWARD BOOK V20 / 3.1**
- 1.3 Goods arriving without the correct documentation will be put on 'Hold' until they can be fully identified.
- 1.4 Office Staff will check the goods against the supplier delivery documentation and if appropriate against all the requirements of the Viamed Purchase Order and assess them for damage .If correct each item on the Delivery Note and the copy Purchase Order is indicated accordingly with ticks,date, and initials . Completed section can be bracketed and signed off. Maximum time from receipt to completion should be two working days The Delivery note must be delivered to the accounts department via Delivery notes file
- 1 1.5 If Stock, All Items are Tracked by Barcodes. Use Intrastats Stock Book to generate Stickers.
- 2 The Delivery is also Received in the Opera Purchasing. .
- 3 1.51 if Item is a Repair. And has a SRS Number Enter Data into Customer Repairs in Intrastats, Find the SRS number in the pending List and Proceed.
- 4 1.52 If item does not have a SRS number Generate a New SARS from Customer Repairs in Intrastats Then Proceed.
- 1.6 All new stock is then transferred to the Quality Assurance (QA) Area for inspection, with a copy of the suppliers Delivery Note . Original must not leave main office
- 1.6.1 However, small components, non serialised items requiring only an identification and visual check are transferred, bagged and labelled, directly into Stores. **Intrastats Stock Quantity is Adjusted to reflect the Addition of stock.**
- 1.7 If an instrument is suspect, it will be sent to the workshop for evaluation and if possible accepted or otherwise returned to the supplier.
- 1.8 When carriers use electronic signatures or no delivery note is left.
A photocopy of the carriers goods recieved paperwork is required .
Where no paperwork exists the goods inward book requires a signature by the carrier to confirm the delivery (specifying the number of boxes entering and any part shipments)

2. INSPECTION

- 2.1 Depending on the product, a simple specification test or a comprehensive specification/safety check is carried out by the Q.A. Department on each instrument.
- 2.2 **Intrastats Contains the QA checklist for Items, STOCK / QA STOCK**
 - 2.2.1. The equipment to be used and the accept/reject criteria are set out for each check.
 - 2.2.2 When required the manufacturers full specification is used and recorded as the checklist.
- 2.3 The Engineer fits prescribed adaptors/cables and labels etc, as required.

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2.4 The labelled goods are placed into their correct location in the main store or allocated and Scanned into Place. (See Section 3).

3.

Release of urgent product

All products will be subject to correct QA procedures before release