

VOP			
Viamed Operating sub Process			
<u>GOODS - INWARDS</u>			
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<u>Charts</u> 06, 17, 21 QC 08, 09			

SCOPE

This procedure defines the system in operation within the company for the control of all goods being received and their subsequent movement to storage / production.

RESPONSIBILITIES

It is the responsibility of the MD 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.

PROCEDURE

Upon receipt of goods from suppliers and / or customers, the Goods in Book is Filled in, Date Courier, Quantity of Boxes, Damaged Status, Description of goods , sender of the goods , Order Number , Initials of Goods in operative Destination of the goods, POR / SRS / SRN numbers if known.

They are then checked for correctness to documentation and complete in quantity; then the carrier's paperwork is stamped as "Received / Date" or "Unchecked" as appropriate. They are then placed in the quarantine / holding area until such time as they are ready for processing.

When carriers use electronic signatures, or no delivery note is left, a photocopy of the carriers G.R. paperwork is taken. Where no paperwork exists then the goods-in book requires a signature by the carrier.

Finger Probe Repairs received cannot be processed until such time as an order number is received.

When this number is received the information is entered onto "Opera" and also into "Intrastats Customer Repairs System (SRS)", the repairs are then placed together with the appropriate paperwork and Tracking Barcode into plastic bags and prioritised into the appropriate duckets.

If item has an order number the ducket can be forwarded to the Finger Probe repairs department. Other wise the customer is to be contacted Via Goldmine and then placed on the holding shelf.

General Repairs which require a Quotation before repair are entered into opera and "Intrastats Customer Repairs System (SRS)" the repairs are then placed together with the appropriate paperwork and Tracking Barcode into plastic bags and prioritised into the appropriate duckets.

Where product is received and requires inspection, then it will be placed in the quarantine area, and Q.A. informed so that the relevant inspections / tests can be performed.

Stock, and proprietary, items are booked in, in the same way, and all information entered onto “Opera POR Processing” Items Serial number are then entered into Intrastats and the Viamed Tracking Barcodes produced. Where appropriate tracking stickers are fixed to the items.

Items are then placed on the shelf ready for Stock Control to Scan the Items to the correct place in the stock rooms.

Where goods have been received and found to be incorrect then they will be quarantined and dealt with, as per the relevant section stipulated in the non-conformity procedure VOP/10/01.1

Associated Documents:

Goods-in Book