

COMPANY OPERATING PROCEDURES

Receipt of Goods

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1. RECEIPT OF GOODS

- 1.1 On arrival, packages are counted and signed for, then placed with the delivery documentation in the Goods Inwards area. The number of boxes must be counted. If there is any damage to the box the contents should be checked/ photos taken and brought to the attention of the courier, ensuring that they record the damage on their system and/or paperwork. V20 / 3.1.
- 1.2 The consignment will be opened and consignee recorded in Goods In 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 Goods In staff will check the goods against the supplier delivery documentation, all the requirements of the Validated Purchase Order (POR) and assess them for damage. If correct, each item on the Delivery Note and the Purchase Order is indicated accordingly with ticks, then dated, and initialled. Maximum time from receipt to completion should be two working days. Completed Delivery Note must be stapled to the POR and filed in the Delivery Note file in POR number order. If the POR is not complete the Delivery Note should be attached to the POR and be filed in the Purchase Order file until the balance is received.
- 1.5.1 If the goods are Stock These are tracked by Barcodes. Use the Intrastats Stock Book to generate Barcode stickers. And receive into Opera Purchasing. At this time a visual check of the Stock should be made. If the Stock requires processing it should be transferred to the QA Bench. Otherwise it can be labelled and put in to Stock. Any Memos in Intrastats should be adhered to.
- 1.5.2 If Item is a Repair With a SRS Number, find the SRS number in the pending List on Intrastats and enter the data into Customer Repairs.
- 1.5.3 If Item is a Repair But does not have a SRS number, generate a new SRS from the Customer Repairs in Intrastats and Proceed.
- 1.6 If an instrument is suspect, it will be sent to the workshop for evaluation and if possible accepted or otherwise returned to the supplier.
- 1.7 When no delivery note is present a copy of any courier paperwork should be taken, if none is available use the POR, always make sure a record is kept specifying the number of boxes present 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 Goods In staff or Q.A. Department, on each item.
- 2.2 Intrastats contains the QA check-list for items, Stock / QA Stock.
- 2.2.1 The equipment to be used and the accept/reject criteria are set out for each check on Intrastats.
- 2.2.2 When required the manufacturer's full specification is used and recorded as the check-list on Intrastats.
- 2.3 Whilst in QA/Workshop/Stock Processing prescribed adaptors/cables and labels etc, are added as required.
- 2.4 The labelled goods are placed into their correct location in the appropriate Stock Room..

3. Release of urgent product

- 3.1 All products will be subject to correct QA procedures before release.