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# PRODUCT HANDLING AND PRESERVATION

Operational Procedure: OOP-15-01

Rev.: A

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## I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for

- Product handling and preservation activities, and
- Maintenance of handling equipment.

## II APPLICATION

This procedure applies to all materials, components, subassemblies, and finished products.

This procedure directly concerns Production and Materials Control.

## III PROCEDURE

### 1. Responsibility

- 1.1 Production and Materials Control are responsible for ensuring that products are handled properly and are adequately preserved in order to prevent their damage and deterioration.

### 2. Containers

- 2.1 Plastic bins, wood boxes, and pallets are provided for holding components and products. Damaged or dirty containers are repaired and/or cleaned, or are scrapped if beyond repair.

### 3. Equipment

- 3.1 Equipment used for internal transportation of products are carts, dollies, forklift trucks,

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and cranes. Only designated personnel may operate the forklift trucks and cranes. The operators are specially trained in operating the equipment. Their training records are maintained by Human Resources. Cranes, slings, and shackles are inspected and certified annually. Forklift trucks are also regularly maintained and periodically inspected.

## 4. Protection and Preservation of Products

- 4.1 Purchased and received products are usually kept in their original packaging while in storage.
- 4.2 During production operations, where there is a possibility of product being damaged from contact with abrasive or dirty surfaces, the product is adequately protected.
- 4.3 Finished products are packaged immediately following their acceptance by the final inspection, and are stored in that protective packaging.

## IV ASSOCIATED DOCUMENTS

- Storage Areas — Oper. Proc. OOP-15-02
- Packaging — Oper. Proc. OOP-15-03