Procedure: [Preservation Proc. Title]

1. SUMMARY
	1. This procedure defines the requirements for preserving and protecting product, raw materials, or other key process outputs.
	2. The [who?] is responsible for implementation and management of this procedure.
2. REVISION AND APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
|  |  |  |  |
|  |  |  |  |

1. HANDLING & LABELING
	1. Proper handling of all parts and raw materials is performed.
	2. Specific handling requirements for operations will be defined in the appropriate work instructions, where applicable.
	3. Customer-mandated handling requirements will be defined on the order documentation.
	4. Labeling of special handling requirements (such as hazard warnings) will be utilized as required.
2. STORAGE & PROTECTION
	1. All raw materials and work in process are stored in a manner that prevents nonconformance.
	2. [Short Client Name] utilizes stock rooms, storage areas, shelving, and other means to segregate and store materials. Access to stockrooms is limited to authorized personnel, with this authorization recorded in the employee's training file.
	3. Issuance and removal of parts from the stock room is controlled using the following methods:
		1. Parts are removed or replaced [describe inventory methods here, both in and out.]
		2. The [who?] exercises control over the stock room.
		3. All parts removed from the stock room are recorded on the [document?] that requested their removal.
		4. Raw material is issued only in conjunction with a released [document?]. The Purchase Order number is recorded on the [document?].
		5. Parts with a suspected nonconformance are tagged and stored per the procedure ***[Control of NCP Proc. Title].***
		6. No part or material under investigation for suspected nonconformances is placed in the stock room unless steps are taken to prevent their issuance, including proper identification.
	4. The [who?] reviews any recurrent part damage linked to currently approved protection methods to ensure changes are made to properly protect materials and parts.
	5. Any material handling equipment utilized in [Short Client Name] operations is used in accordance with the manufacturer’s operating instructions. A copy of those instructions is maintained by the [who?] and made available to required personnel. Any person using material handling equipment for the first time is given training on the use of the equipment by a qualified person.
	6. Parts are stacked to prevent damage from contact with other parts or crushing. If required, material is used to separate sensitive parts to prevent damage.
	7. Best industry practices are used by [Short Client Name] when tying, wrapping or supporting parts to preclude shifting and falling.
	8. Special care is taken to prevent damage to critical machined surfaces, highly polished surfaces or plated parts. The methods include protective containers, wrapping, protective material or special racks. Any special handling requirements are defined by the [who?] and are called out as production steps on the [Short Client Name] [document?]
	9. Special care is taken by wearing protective gloves anywhere fingerprints could cause deterioration of the part or cause inadequate adhesion during fastening operations.
	10. Raw materials, parts, assemblies and finished parts are protected from damage or contamination during transit using the following methods:
* Parts and material are bagged, boxed or tied to prevent intermixing.
* Parts are retained in their original containers for as long as possible.
* Parts susceptible to vibration and shock damage are packed with foam, pads or other special packaging.
* Any parts that could be knocked or blown from carts, trucks or dollies are covered, tied or banded.
	1. All parts and materials are protected from weather conditions that could adversely affect them. This includes coating or special containers for raw materials to prevent corrosion or rust.
	2. Environmentally sensitive materials are protected using the following special procedures:
		1. Materials are stored in original containers or, if removed for inspection, are appropriately resealed.
		2. Stock areas are checked to ensure compliance with any written procedures for environmentally sensitive materials.
		3. When temperature and humidity must be controlled, calibrated recording devices are used to track temperature and humidity and monitored. If limits are exceeded, the [who?] shall determine the corrective action to be taken.
		4. The [who?] department inspects the general housekeeping of the storage areas and the [who?] department maintains their cleanliness.
		5. Stock room personnel are trained in the special procedures required for environmentally sensitive materials.
	3. Electrostatic sensitive items are subject to the controls as defined in ESD work instructions.
	4. Internal auditing will ensure the ongoing suitability of all materials and equipment stored at [Short Client Name], including constituent parts of assemblies. Appropriate reports of product nonconformity and corrective action are completed when material is found to be stored improperly or is at risk of nonconformance.
1. PACKAGING
	1. Good accepted packaging practices that maintain product conformance and integrity through delivery are utilized. Customer-mandated packaging requirements are captured and utilized when required.
	2. Only parts that have been manufactured and that meet established acceptance criteria are packaged for shipment. Industry standard preservation, packing and shipping methods are used for completed parts. All subcomponents are identified prior to packaging.
	3. ESD sensitive products must be packaged in anti-static packaging.
	4. See also ***[Shipping Proc. Title]***.
2. PRESERVATION
	1. Product is suitably maintained during manufacture, inspection and delivery to prevent nonconformance. Preservation efforts include segregation and/or the use of controlled environments or conditions. Such requirements are incorporated into job instructions as required.
	2. The [who?] is responsible for control of shelf life material. Age sensitive (perishable) materials are identified and controlled as follows:
		1. When material is received into the system, a receiving inspector determines if shelf life is applicable. In most cases, the manufacturer will indicate the shelf life. In other cases, the date of manufacture is given and the inspector must determine the life based on a acceptable data. Shelf life items are marked as described below.
		2. For some materials, the shelf life is determined after it is opened for use. In those cases, the person who opens the material must place a label on the container as noted below.
		3. Any extension of shelf life must be covered by special instructions for retest determined by the appropriate [who?] authority. The permissible amount of time that shelf life can be extended must be established and recorded.
		4. Bins containing shelf life items are clearly marked as such.
		5. The stock room is checked every month for shelf life items. Any items found to be out of date are removed and segregated in a controlled area until re-inspection, retesting and dispositioning can be accomplished.
		6. Incoming items subject to shelf life controlled are labeled with a special label during receiving inspection; this label identifies the expiration date.
3. CLEANING
	1. Parts are cleaned to remove any residue, foreign objects, burrs, etc. at steps throughout the production process.
	2. Any cleaners, solvents or other fluids used in the production area are marked as appropriate and stored in containers designed for solvent storage. They are stored in a segregated area along with other fluids and chemicals.
4. DELIVERY
	1. Preservation related to delivery methods are defined in the documented procedure ***[Shipping Proc. Title].***