

Preservation & Handling of the Product**EN ISO 9001 2015****Authorised:**

This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

The aim of this procedure is to ensure that product is protected from misuse, damage or loss due to handling.

2. SCOPE

This procedure applies to the handling, storage, packaging, preservation and delivery of all products whether incoming from a supplier, during production or during dispatch until its final destination.

3. REFERENCES

ISO 9001: 2015

Quality Manual – Product Realisation

QP 8: Receipt of Goods

W.I. 15.1: Storage and Control of Products

4. RESPONSIBILITY

All People -

Appropriate handling of product

Goods In and Warehouse People -

Correct handling, storage, packaging and preservation of product

Drivers -

Correct handling, packaging and delivery of product

5. METHOD

Plastica will ensure that product is protected during all stages of production and delivery in particular:

Handling

Goods will be handled appropriately so that they are not damaged.

This will include actions such as palletising product and using mechanical aids where appropriate and following safe handling techniques. Fragile product will be handled with particular care so that it is not likely to be crushed. Safety data sheets will be maintained as

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a reference to Warehouse people so that product can be handled in a manner that will not harm people or other products.

Storage

Goods received in our Warehouse and Departments and work in progress will be stored appropriately to prevent loss, damage or deterioration.

This will include the use of suitable racking, bins or crates for each item, incorporating environmental and security controls where necessary. Stock rotation shall also be implemented where a shelf life is evident.

Goods received into Warehouse and Departments will be processed according to the QP 8: Receipt of Goods.

Packaging

Packaging of items in the Warehouse and Departments will be sufficient to assist identification and prevention of damage or deterioration.

Packaging of product prior to dispatch will be conducted with the aim of protecting the quality of the finished product during its journey to the customer. Product should reach the customer in the same form that it leave our premises.

If there are specific customer requirements for packaging and delivery these will be met by referring to the appropriate customers instruction.

Preservation

Goods in our Warehouse and Departments and work in progress will be stored appropriately to preserve the characteristics of the product.

This will include protection from weather, suitable environmental conditions and segregation of product where its proximity to other product could lead to the deterioration of either.

Delivery

Where Plastica are responsible for the delivery of products we will ensure that they are protected from loss, damage or deterioration after it has passed final inspection and test. This will include packaging as outlined above, security and appropriate physical handling.

Where Carriers are responsible for the delivery of products they will ensure that they are protected from loss, damage or deterioration in accordance with their Terms and Conditions. Any issues resulting from Carrier misuse will be acted upon promptly.

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We will keep the following documents are quality records

- Records of stock issued from store;
- Copies of “Delivery Advice/Transmittal Sheets”