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

1. AIM

To define the actions, authority and responsibility within the company necessary to ensure control of raw materials, bought-in-goods and finished products in storage.

2. SCOPE

All materials held in Warehouse or factory stock.

3. RESPONSIBILITY

Warehouse Manager, Stock Logistics Analyst and Department Supervisors: responsibility for implementation of this procedure within their departments and for advising departments of stock availability.

Warehouse and Despatch Operatives: conducting activities outlined in this procedure as delegated by the Warehouse Manager.

4. ADMINISTRATION

Stock Check Sheets
Internal Order Form
Identification Labels
COSHH Assessment for Chemicals Storage

5. QUALITY RECORDS

Stock Check Records

6. IMPLEMENTATION AND CONTROL

Materials, Handling and Storage

The Warehouse Manager and Warehouse Operatives are responsible for the acceptance of goods into stock once the Goods Inwards Procedure has been completed.

Goods in the Warehouse are identified by a product code either on the goods or packages they are in, or by location markers on the bins, bays or racks. Goods in factory storage are only specifically labelled if it is not obvious from their appearance what they are.

Materials arriving from suppliers or subcontractors are identified if necessary on receipt to prevent use or despatch for the wrong customer.

Customers do not require full traceability of goods in general, however should this be specified at order stage, the Company will obtain appropriate certification from suppliers for issue to the customer.

The Warehouse Manager and Warehouse Operatives ensure that all raw material and bought-in goods are handled, packaged and stored in a manner, which preserves quality.

Materials are retained in their original packaging where possible and moved by hand or fork-lift truck to prevent damage and deterioration.

Materials are reviewed during stock checks to check for damage, deterioration or obsolescence. Any materials found that fall into this category are dealt with in accordance with QP13 Control of Non-conformances.

Materials subject to shelf-life are purchased in quantities small enough to ensure materials are not wasted. Stock rotation is applied to shelf-life and non-shelf-life items to prevent obsolescence and ensure regular turnover.

Special storage and handling of Water Treatment products are in accordance with COSHH regulations etc.

Only Warehouse and Despatch staff are authorised to remove goods from stock. Anyone else requiring parts, samples or product for whatever means, must request issue by Warehouse staff.

Factory departments are authorised to remove goods from their stock by the issue of a Bill of Material.

On completion of stock items from Factory departments, the goods are transferred to the Warehouse for storage. If the order is only part complete, a Part Batch Form is used.

The items are counted then stocked. Once the quantity is agreed, the stock location is noted on the paperwork and it is signed. If the quantity is different, the paperwork is changed and the department advised. This is then passed to the Production Department to update stock.

Once booked into stock, the paperwork is returned to production for booking-off as complete if necessary. Part Batches are filed and the order completed when the original Works Order is returned.

Stock Control Procedures

Stock accuracy levels are monitored by the Stock Logistics Analyst in conjunction with the Computer. Each Department Supervisor or Manager is responsible for ensuring that stock levels are commensurate with demand and that internal orders are raised in plenty of time to prevent stock shortages.

All internal orders for warehouse goods are approved by the Warehouse Manager to prevent duplication of orders.

Low level stocks for either Bought-In or manufactured goods are advised to either Purchasing or Production to replenish. Customer are advised when delivery is expected when items are out of stock.

Production and Purchasing control systems will advise the Warehouse Manager when manufactured or bought-in goods will be available.

Stock checks are conducted twice a year and the physical count recorded on stock sheets. Any materials found to be damaged, deteriorated or in any way unsuitable are also recorded and dealt with in accordance with Quality Improvement procedures.

The physical count is compared to computer records and variances investigated.

Warehouse cycle counts are carried out by the Stock Control team on a regular basis. The physical count is compared with the Computer count, the variances are investigated and adjustment made as necessary after authorisation by Directors. The results from the cycle are reported/discussed at the management meetings. Spares cycle counts are also carried out the by Stock Controller on a regular basis.

Storage of Adhesives

Due to Health and Safety regulations a limited quantity of adhesives are to be stored in the Warehouse. The bulk store is in the Compound Store, a cage type pallet will be moved into the Warehouse from the Compound Store on a daily basis. The quantities to be stored in the Warehouse and the cage are as follows:

Item	Qty Rack	Qty Cage
PPF125	20	100
PPF126	20	100
PPF127	20	100
PPF132	12	48
PPF135	24	28
GLU001	5	5

Cross-References

Receipt of Goods
Control of Non-Conformances
Critical Purchases