

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: QUALITY MGR.	DATE: 05/11/06	PAGE 1 OF 2
	APPROVED BY: MFG. MGR.	REVISION: B	GI-M1
TITLE: STORAGE & SHIPMENT OF COMPLETED PARTS			

1.0 PURPOSE

The purpose of this instruction is to describe the method used in storing and shipping completed parts.

2.0 SCOPE

This instruction applies to the Shipping/Receiving department and the methods used in storage/shipping-completed parts.

3.0 RESPONSIBILITY

The Materials Manager is primarily responsible for the adherence to this instruction. The Production Supervisor oversees the operation on a daily basis.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

PQ5 - Dock Audit (Outgoing)

6.0 PROCEDURE (See Figure 1 attached)

1. All completed, acceptable parts from the production area are moved to the staging area.
2. From the staging area, the parts are moved to the warehouse, an environmentally controlled area. Monitoring for possible deterioration of product will be done on a random basis, under the direction of the Shipping & Receiving Department. Parts are broken down into smaller quantities or added to the entire customer shipment. All product will be shipped in accordance with the customer P.O. Should the P.O. lack this information, BMC will establish a safe & economical method of packaging based on past experience.
3. At this time, a dock audit is performed and the packing slip or slips are affixed to the product containers.

4. If the product needs to be plated or heat treated, a visual dock audit will be performed & P.O. line with packing slip are initiated, before the shipment is sent out and again upon the return from the outside sources.
5. Upon return, product is verified for count and outside service was completed correctly. Parts are then received in Syteline and quantities are added to BMC inventory.
6. Any damaged packaging should be inspected. Should damage extend beyond the layer of packaging, the package should be opened and parts inspected for damage.
7. Any damaged parts in the package or loose parts found on the floor are to be scrapped.