

**Title: Handling, Storage, Packaging, Preservation & Delivery**

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**1.0 Purpose**

- 1.1. This procedure defines the system used for handling, storage, packaging, preservation, and delivery of product.

**2.0 Responsibility**

- 2.1. Production Control is responsible for this procedure.

**3.0 Requirements**

- 3.1. The narrative contained in **6.0 Method (Flowchart and/or Narrative)** defines the method(s) used at **COMPANY** for material control.

**4.0 Definitions**

- 4.1. Assessed – review of products/parts to evaluate conformance to original specifications.
- 4.2. Adverse Condition – conditions that likely destroy or deteriorate a products state of conformance.

**5.0 Records**

- 5.1. Records are maintained according to product lifetime, which is defined as the warranty in the Technical Construction File (TCF). Retention of the Production Traveler is 5 years plus archive from end of warranty.

**6.0 Method**

**6.1. HANDLING**

- 6.1.1. All products are stored in bins or cartons, on pallets, or custom built containers to provide for general handling without risk of damage or deterioration.

- 6.1.1.1.ESD sensitive materials and components are handled with all ESD controls maintained.

- 6.1.2. Product is transported with trucks, hand carts, carried by hand or any other reasonable manner using proper care to avoid damaging the product.

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