
1.0 Purpose/Scope

- 1.1 This procedure describes the process used at ACCES I/O Products for the handling, packaging, storage and protection of process outputs to preserve the conformity of product through delivery to its intended destination.
- 1.2 The procedure applies to process outputs where preservation can include identification, handling, packaging, storage, protection, transmission or transportation, and protection.

2.0 Responsibilities and Authorities

- 2.1 The Production Manager has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the Production Manager, the Quality Team is responsible to determine the preservation requirements that apply to the product outputs.

3.0 References and Definitions

3.1 Reference

- 3.1.1 This document relates to clause 8.5.4 of the ISO 9001:2015 standard, Preservation.

3.2 Definition

- 3.2.1 **Primary packaging:** Boxes, bags or other packaging in which products are presented to end users. Primary packaging may require a label with product information when required by the customer.
- 3.2.2 **Secondary packaging:** Freight boxes or other additional packaging intended to contain products, or batches of products, for shipment, and to protect them during transportation. Secondary (shipping) packaging is labeled with shipper, carrier, and consignee information.

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the procedure P 851-001 for Control of production and service provision, this procedure addresses the preservation of process outputs.

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- 5.1.1 Preservation include protection through the handling, packaging, storage, and delivery of parts and products where good commercial practices and controls preserve the conformity of product through delivery to its intended destination.
 - 5.1.2 When special or other than commercial handling, storage, preservation, packaging and delivery practices are required, they are detailed with the procedure P 851-001 for Control of production and service provision.
- 5.2 Handling
- 5.2.1 Departments that handle assembled boards are required to adhere to approved ESD handling and preservation methods to prevent product damage and deterioration.
 - 5.2.2 ESD Heel or wrist straps are always in use while handling product, if outside of ESD packaging.
- 5.3 Packaging
- 5.3.1 Primary packaging and labeling are production operations and are performed in a designated area on the production floor.
 - 5.3.2 Primary packaging and labeling operations are defined in A 851-001 Final Assembly Instruction and in WI 851-004 Finished Goods Label Printing
- 5.4 Storage
- 5.4.1 There are three main storage areas, raw material stock area, production area and finished goods room. Additional storage, holding and quarantine areas are used for receiving shipping, inspection, material staging, non-conforming materials, supplies, etc.
 - 5.4.2 Storage and holding areas are maintained in good condition to prevent damage or deterioration of chemicals as well as stored products. Products in stock areas are identifiable. A First in First out (FIFO) cycle is used where applicable.
 - 5.4.3 Chemicals that are expired will be removed from the Chemical Cabinet and placed in a secure location to prevent unintended use. The Production Manager will ensure chemicals are properly disposed. F 854-001, Chemical Storage List, should be completed and posted to the front of the chemical cabinet.
- 5.5 Delivery
- 5.5.1 After the final inspection step on a work order has been signed off,

the product is ready for final disposition. See WI 851-006 Shipping

- 5.6 When shortcomings are noted in the receiving, the handling, storage, packaging, preservation and delivery areas, corrective action is requested with the procedure P 1020-001 for Nonconformity and corrective action.

6.0 Forms and Documented Information

6.1 Forms

6.1.1 F 854-001 Chemical Storage List

6.2 Documented information / Related processes

6.2.1 WI 851-004, Finished Goods Label Printing

6.2.2 WI 851-006, Shipping

6.2.3 A 851-001, Final Assembly Instruction

6.2.4 WI 854-001 ESD Work Instruction

6.2.5 P 600-001, Planning for the Quality management system

6.2.6 P 710-001, Resource management

6.2.7 P 720-001, Competence, awareness, and communication

6.2.8 P 740-001, Communication

6.2.9 P 851-001, Control of production and service provision

6.2.10 P 870-001, Control of nonconforming outputs

6.2.11 P 1020-001, Nonconformity and corrective action

7.0 Opportunities and Risks

- 7.1 The planning procedure P 600-001 for Planning for the Quality management system addresses opportunities and risks (risk-based thinking).

- 7.2 ACCES I/O has identified the following risks and mitigation to those risks:

Potential Risks:

- 1) Products are not handled or stored correctly.
- 2) Shortcomings are not reported.

Risk Mitigation

- 1) Ensure all employees have been trained on this procedure

2) Ensure all employees are trained on P 1020-001

8.0 Revision History

Rev	Date	Section	Paragraph	Summary of change	Authorized by
A	02/13/17			Initial issue	
B	05/25/17	5.0	5.4.3	Added "F 854-001, Chemical Storage List, should be completed and posted to the front of the chemical cabinet.	

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