

SQP-017

Handling, packaging, preservation, and Despatch

<u>Issue</u>	<u>Date</u>	<u>Details of Change</u>	<u>Changed By</u>	<u>Authorised By</u>
1	12/06/2020	Initial Implementation	D.ADAMS	R.DIGBY
2	18/06/2020	-Removal of appendix 1 -Minor grammatical changes -Addition of quarantine requirements	D.ADAMS	R.DIGBY
3	25/11/2020	6.1 – Added to handling of Free Issue Product	D.ADAMS	R.DIGBY

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1.0 - Scope and Purpose

1.1 – Purpose

The purpose of this procedure is to outline the way in which Sigma ASL expect suppliers to handle and dispatch product.

Throughout this procedure 'product' shall be defined as.

- Raw material
- Castings
- Tooling / fixturing
- Machined parts
- Commodities
- Manufacturing data / items (Test bars, Xray films, dimensional reports etc)

1.2 – Scope

The scope of this procedure will envelop the.

- The general handling of product
- Storage conditions for product
- Identification expectations for product
- Packaging requirements for products
- Supplier goods inwards expectations from Sigma ASL

2.0 - Authorities and Responsibilities

It shall be the responsibility of the supply chain to ensure all requirements within this specification are met when handling Sigma ASL product and the correct packaging and dispatch requirements are completed. The product safety of the parts shall be continuously monitored by suppliers to ensure that undesirable outcomes do not occur to Sigma ASL product (Damage, degraded, lost etc)

It shall be the responsibility of Sigma ASL to communicate any further requirements flown down from its customers.

3.0 – General handling of product

Products shall always be handled with the upmost of care.

- Storage of product during the manufacturing process shall be adequate to ensure the lack of FOD contamination and damage.
- Parts shall never be in contact with the floor.
- If there are specialist containers required for specific parts these shall be used without exception. These requirements shall be flowed down from Sigma ASL if applicable.
- Containers shall be clean and in a good repair prior to the loading of Sigma ASL product.

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4.0 Storage of product

Product shall be stored in accordance with the type of product it is.

4.1 Raw material and commodities

Raw material such as metal, inserts, castings etc shall be stored in such a way as.

- They are clearly identifiable and readily retrievable.
- The risk of entrapment of FOD is effectively mitigated.
- To ensure no damage / degradation can occur.
- The storage atmosphere is adequate for the type of raw material being held. (For instance, temperature sensitive commodities must be stored in accordance with the manufactures guidance / recommendations)
- If parts are received in batches, they shall be clearly identified, and risk of mixing batches shall be eliminated.
- A system must be in place for raw materials and commodities with an expiration date. A first in first out system shall be adopted. (Under no circumstance shall out of date product be used, this shall be disposed of immediately in accordance with manufactures instruction for disposal)
- Storage of Raw materials and commodities shall be adequately controlled to ensure it is not accidentally removed and used on the potentially wrong product.

4.2 Tooling and fixturing

Tooling and fixturing shall be stored in such a way as.

- They are clearly identifiable with a unique tooling number and readily retrievable.
- The risk of entrapment of FOD is effectively mitigated.
- To ensure no damage / degradation can occur.

4.3 Manufacturing data / items

All Manufacturing data used to qualify / certify Sigma ASL product shall be stored in such a way as.

- They are clearly identifiable and easily retrievable (Within 24 hours from request).
- The storage atmosphere is adequate for the type of data / item being held.
- If stored digitally, they shall be backed up to mitigate risks of accidental deletion.
- To ensure no damage / degradation or corruption can occur.

4.4 Finished parts awaiting despatch

Finished parts shall be stored in such a way as to:

- Ensure they are clearly identifiable and easily retrievable
- Prevent the risk of entrapment of FOD.

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- Ensure no damage / degradation can occur.

4.5 Quarantined products

If products are deemed non-conforming, they shall be placed in a quarantine area. This area must be secured and restricted access. This is to ensure product does not mix in with conforming parts or removed by an unauthorised person. Parts must be tagged/identified in a manner that ensures the parts can not accidentally be returned to production.

All parts stored within a quarantine area shall be recorded on a log / database. This log should be checked and updated regularly to ensure all product is present

An MRB (Material Review Board) shall decide the course of action with the quarantined parts e.g. scrap, apply for concession etc. The quarantine log shall be updated with the action that has been taken. Any parts deemed scrap must be destroyed in a manner so they can not be used/accidentally placed back in production. Sigma ASL may request evidence that the product in question has been destroyed.

5.0 Packaging

When a supplier packs product to be sent to another interested party this shall be done in such a way as to ;

- Ensure they are clearly identifiable (Boxes labelled with content, weight, QTY etc.).
- Prevent the risk FOD.
- Ensure no damage / degradation can occur either within storage or during transportation (The type of transportation shall be considered).
- If there is a specific packaging requirement flown down from Sigma ASL, this shall be adhered to in full.
- Packing media is suitable to ensure no further risk of FOD is introduced to the parts.
- Ensure all documentation required accompanies the product.

6.0 Goods inwards requirements

Suppliers shall have a documented goods inwards procedure. The goods inwards procedure shall be in place in order to ensure.

- The correct product has been received
- The correct quantity has been received
- All required documentation has been received (CofC, Test reports etc.)
- Products are free from damage / degradation.
- Products are conforming to requirements (Dimensional, specifications etc.)
- If parts are damaged or non-conforming, they shall be placed in quarantine.
- Product is within a usable shelf life.

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6.1 Free Issued Product

Free issued product purchased by Sigma ASL for a supplier will be handled in accordance with the outlined requirements shown in 6.0 of this procedure. As stated above, documented evidence of verification of the product will be created and held at the suppliers. This must be retrievable upon the request from Sigma ASL.

Verification of product where applicable will consist of (But not limited to);

- Confirming the correct quantity according to the purchase order.
- Dimensional verification (Where applicable) – Using conventional measuring equipment.
- Chemical composition verification for material (Where applicable) – Using spectrometer.
- Test reports (Such as PFD, Xray, Mechanical testing, chemical analysis etc) are supplied with the shipment along with a completed CofC for the goods.
- The exclusion of FOD from product and packaging.

As stated above, the examples of verification are only covering specific product such as material, parts, tooling, Post processed NDT parts etc) A sufficient amount of verification shall be carried out on all free issued product to ensure its conformity to the purchased requirements. Additional verification requirements may be requested by the Sigma ASL. These additional verification requirements will be documented and communicated with the supplier prior to the receipt of free issued goods.

If a free issued product shipment is deemed non-conforming to the requirements it shall be immediately quarantined as per 4.5 of this procedure. A report must be generated with all the evidence of non-conformance. This will also state the quantity effected and purchase order reference. This report will be sent for the attention of the Sigma ASL immediately who will decide the next actions to be taken.

7.0 - Customer Supplied Tooling Requirements

1. Supplier who receives the tool is to inspect it for damage and conformity. If there is any discrepancy this shall be reported back to Sigma ASL quality who will inform the customer immediately.
2. The supplier shall store the tooling in such a way as to prevent degradation / damage to the tool. It shall be easily retrievable.
3. Tooling shall be checked by the supplier for damage prior to use (Per use). Any non-conformance found either before or during production relating to the tooling shall be immediately reported to Sigma ASL quality who shall inform the customer.
4. Tooling identified for calibration shall either have calibration carried out at the supplier or returned to the Sigma ASL for verification. (Supplier to liaise with the Sigma ASL for the way they wish to validate specific tooling if required).
5. When transporting tooling, suppliers shall ensure adequate packaging and transport as to ensure the integrity / conformity of the tool.

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