Material Handling and Preservation
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define the Materials Handling and Preservation methods at our Company.

1.2 Scope
1.2.1 The scope of this procedure is applicable to all employees handling project materials/products.

2.0 APPLICABLE DOCUMENTS
The following documents are applicable as to the extent specified here in:

Industrial/Commercial/Government Documents
ISO 9001 Quality Management System - Requirements

Internal Document(s)
ATS-QAP-1005 Nonconforming Material System
ATS-QAP-1008 Internal Audits
ATS-SOP-1004 ESD Materials Handling & Storage
ATS-SOP-1006 Materials Handling and Storage
ATS-SOP-1007 Limited Shelf Life Material Control
ATS-SOP-1008 ESD Workstation Certification
ATS-SOP-2101 Warehouse & Distribution Services
ATS-SOP-3101 Value-Added Assembly, Test & Inspection Services
ATS-SOP-4101 Calibration Services
ATS-SOP-5101 Microbial Lab Test Services; Enumeration & Identification

Form(s)
None

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Production Operations – shall be responsible for maintaining this document.

3.1.2 All Employees - that handle or store materials (records, documentation and electronic data.) shall be responsible for following this procedure.
4.0 **PROCEDURE**

4.1 General

4.1.1 The proper handling and preservation of product at the facility is very critical to the success of our Company and reliability of our products and services.

4.1.1.1 Products (production and services) are defined as physical and electronic data and records, and physical parts/materials and products including the products being serviced. The types of products (production and services) provided by our company are defined by the following:

- ATS-SOP-2101 Warehouse & Distribution Services
- ATS-SOP-3101 Value-Added Assembly, Test & Inspection Services
- ATS-SOP-4101 Calibration Services
- ATS-SOP-5101 Microbial Lab Test Services; Enumeration & Identification

4.1.2 Improper handling or storage of parts/materials/products can severely impact the parts/materials/products intended purpose, function and quality. The following procedures are applied:

- ATS-SOP-1004 ESD Materials Handling & Storage
- ATS-SOP-1006 Materials Handling and Storage
- ATS-SOP-1007 Limited Shelf Life Material Control
- ATS-SOP-1008 ESD Workstation Certification

4.13 Where data, service records, inspections and maintenance data are a requirement, the storage and backup data shall be stored and in maintained in manner where it is not destroyed or lost. Electronic data shall have redundancy and backed-Up at planned intervals not to exceed weekly by Production Operations management.

4.2 Handling Parts/Materials/Products

4.2.1 Parts/Materials/Products shall be handled in a controlled manner that does damage or change its intended purpose.

4.3 Material/Product Handling, Preservation and Storage

4.3.1 General

4.3.1 Parts/Materials/Products including documentation shall not be left or stored in an environment that will cause damage or degradation to the Parts/Material/Product or documentation resulting in a defect that violates Customer or specification requirements. For example documentation stored in a wet or damp area may be destroyed and no longer serve its purpose and meet retention requirements, or back up electronic data is not stored...
in an area to prevent theft or other damage. In addition, the following procedures are applied:

ATS-SOP-1004  ESD Materials Handling & Storage
ATS-SOP-1006  Materials Handling and Storage
ATS-SOP-1007  Limited Shelf Life Material Control
ATS-SOP-1008  ESD Workstation Certification

4.3.1.1 Ensure Parts/Materials/Products are not placed directly on the floor, avoid direct stacking of complex and/or expensive items, avoid placing items with surface finish requirements (i.e. painted or placed surfaces, etc.) directly on metal or other surfaces that may cause damage.

4.3.1.2 Where the Customer order or Quality Assurance/Production Operations manage require paper records to be prepared, stored and maintained, Quality Assurance/Production Operations management shall ensure physical records are stored in a manner where they are protected from being lost or damaged (i.e. water, fire and rodent).

4.3.2 Limited Shelf Life Material Control -
4.3.2.1 Production Operations management and Production Operations personnel ensure Warehouse Stock and Floor Stock parts/materials/products that perishable (i.e. epoxy, agents, liquids, etc.) are identified, processed and maintained in accordance with ATS-SOP-1007, Limited Shelf Life Material Control.

5.0 QUALITY ASSURANCE

5.1 General
5.1.1 Quality Assurance shall monitor the effectiveness of this procedure and conduct audits as scheduled per ATS-QAP-1008, Internal Audits.

5.2 Nonconforming Material
5.2.1 All nonconforming material shall be identified, documented, segregated, and dispositioned in accordance with ATS-QAP-1005, Nonconforming Material System.