Stockroom Material Control Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define methods for Stockroom Material Control at our Company (ATS).

1.2 Scope
1.2.1 The scope of this procedure is applicable to Production jobs processed at ATS.

2.0 APPLICABLE DOCUMENTATION

The following documents are applicable as specified herein:

### Industrial/Commercial/Government Documents

ISO 9001 Quality Management System - Requirements

### ATS Document(s)

ATS-HRP-1001 Training and Certification
ATS-PGP-3001 Receiving Inspection
ATS-QAP-1004 Quality Records
ATS-QAP-1005 Nonconforming Material System
ATS-QAP-1008 Internal Audits
ATS-SOP-1004 ESD Materials Handling and Storage
ATS-SOP-1006 Materials Handling and Preservation
ATS-SOP-1007 Limited Shelf Life Material Control
ATS-SOP-1008 ESD Workstation Certification
ATS-SOP-1017 Product Identification and Traceability

### Form(s)

FORM ATS10-1069 Defect Report
FORM ATS10-1251 Rejected (red tag)
None Packing Slip (*)

Note(s):
(*) Packing Slips are prepared using QuickBooks or MS Word/Excel Software.
3.0 RESPONSIBILITIES

3.1 Functional Responsibilities
3.1.1 Production Operations management - has the responsibility for maintaining this procedure and assisting personnel as needed.

3.1.2 Quality Assurance - shall perform audits as specified herein.

3.1.3 Stockroom Personnel - are responsible for performing Receiving activities defined herein.

4.0 REQUIREMENTS

4.1 General Material Stocking Process
4.1.1 All raw material/parts/items placed into the Stockroom shall be visually inspected by Receiving Inspection per ATS-PGP-3001, Receiving Inspection. This includes newly received purchased items and items returned from the production area or Subcontractor material to inventory.

4.1.1.1 Only fully accepted material (raw material, WIP or finished goods) shall be contained in the Stockroom, unless positively identified, and segregated as non-conforming or non-production. Non-conforming or non-production material shall not be distributed for production usage unless approved by Quality Assurance prior to issue. Non-conforming Material shall be labeled with a “Rejected” tag or a Defect Report (DR) form per ATS-QAP-1005, Nonconforming Material System.

4.1.2.1 When a Customer’s Order requires material traceability (i.e. raw material lot code traceability, date codes, etc.), this information shall be recorded on the item’s Packing slip and the item’s ID label, and the PO traceability is maintained throughout the fabrication/assembly/inspection process via use of the ID label. See ATS-SOP-1017, Production Identification and Traceability for additional information.

4.1.3 Other Materials/Products (i.e. grease, oil, lab supplies, etc.) that are stored in the Stockroom shall be marked or labeled with the following minimum information:
   - Part Number and/or Description
   - PO Number (Optional)

4.1.4 When necessary for proper storing of materials/products, items may be repackaged. If repackaging is performed, all new packages shall be labeled or marked with the information defined in this document (i.e. Part Number and/or Description).
4.1.5 **Materials Handling and Storage** - All items stored in the Stockroom or held in inventory shall be stored in a manner that will not damage, and degrade the performance of the item stocked. Material shall be handled in accordance with ATS-SOP-1006, Materials Handling and Preservation.

4.1.6 **Perishable materials** - that have shelf life requirements shall be labeled and controlled so material that has an expiration date is not used per ATS-SOP-1007, Limited Shelf Life Material Control.

4.1.6.1 Perishable materials that must be refrigerated or stored in a special environment other than normal ambient temperature/humidity conditions shall be stored as specified by the manufactures requirements defined on the material’s packaging/label.

4.1.7 **Electro-Static Sensitive Device (ESD)** - all ESD items used for production jobs shall be handled per ATS-SOP-1004, ESD Materials Handling and Storage and ATS-SOP-1008, ESD Workstation Certification.

4.2 **Stocking and Issuing Material**
4.2.1 Stock material/products are issued by Stockroom personnel from Stock for shipping purposes using a Packing List form generated using the MS Word or Excel or other means by Purchasing/Program Manager/Administrative Support.

4.2.2 Normal internal consumption is handled informally, but monitored by Stockroom personnel and department management personnel.

4.3 **Stockroom Cleanliness and Organization**
4.3.1 The Stockroom shall be maintained in a clean and organized manner. Products or their packaging shall not be placed or stored directly on the floor.

4.4 **Nonconforming Material**
4.4.1 When the Stockroom person identifies obvious damage or defective material in the Stockroom, the nonconforming items shall be issued from inventory to Receiving Inspection or Inspection (Finished Goods only). The nonconforming material shall be positively identified using a DR by Inspection and segregated to prevent usage by placing the materials/products in the non-conforming material hold area.

4.4.1.1 Inspection/Quality Assurance shall prepare the DR and disposition the nonconforming material in accordance with ATS-QAP-1005, Nonconforming Material System.
5.0 QUALITY ASSURANCE

5.1 Audits
5.1.1 Quality Assurance shall audit this process as scheduled in accordance with ATS-QAP-1008