Packaging and Shipping
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define methods for Packaging and Shipping at our Company (ATS).

1.2 Scope
1.2.1 The scope of this procedure is applicable to jobs requiring Packaging and Shipping at ATS.

2.0 APPLICABLE DOCUMENTATION
The following documents are applicable to the extent as specified herein:

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

ATS
Document(s)
ATS-HRP-1001 Training and Certification
ATS-QAP-1004 Quality Records
ATS-QAP-1005 Nonconforming Material System
ATS-QAP-1008 Internal Audits
ATS-QAP-1406 Shipping Inspection
ATS-SOP-1002 Safety Precautions and Hazards Prevention
ATS-SOP-1004 ESD Material Handling and Storage
ATS-SOP-1006 Materials Handling and Storage
ATS-SOP-1008 ESD Work Surface Certification

Form(s)
FORM ATS10-2045 Certificate of Compliance (*1)
None Packing Slip (*2)

Note(s):
(*1) Certificate of Compliance/Analysis may also be printed using the Computer on ATS letter head as required, but shall be signed/dated by Quality Assurance and traceable to the product tested/inspected (i.e. Part Number/ Description, Job Ticket Number, etc.)
(*2) Packing Slips are printed using the QuickBooks Software or MS Word/Excel Software.
3.0  EQUIPMENT DOCUMENTATION

3.1  General
3.1.1 Manuals provided with purchased equipment shall be made available in the work area for operator usage as necessary.

4.0  RESPONSIBILITIES

4.1  Functional Responsibilities
4.1.1 Production Operations management - is responsible for maintaining this procedure and assisting operators as needed.

4.1.2 Quality Assurance - shall perform audits as specified herein.

4.1.3 Warehouse/Stockroom personnel (Packaging and Shipping) - are responsible for setting up, and performing packaging, shipping inspection and shipping activities.

4.1.4 Other Functions - shall support this process as specified herein.

5.0  REQUIREMENTS

5.1  Process Set Up Information
5.1.1 The following steps shall be used to set up before starting this process:

Step A: Prior to continuing beyond this point, ensure that you have completed training in accordance with ATS-SOP-1002, Safety Precautions and Hazards Prevention, and this procedure. All material shall be handled in accordance with ATS-SOP-1006, Materials Handling and Storage, and ATS-SOP-1004, ESD Packaging and Handling.

Step B: If ESD materials are not in protective packaging per ATS-SOP-1004, ESD Packaging and Handling, the Packaging and Shipping Operator shall handled the item(s) at an ESD certified work station per ATS-SOP-1008, ESD Work Surface Certification.

Step C: Obtain any customer specific General Manufacturing Instructions (GMIs), operator or inspection aids, or documented and approved memo/instruction needed to perform the packaging and shipping process. The Production Operations management or Contracts/QA is authorized to provide and approve/dated such instruction(s).
5.1.2 **Materials**

5.1.2.1 Obtain the raw material defined below as required:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Part Number</th>
<th>Qty</th>
<th>Manufacture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3M Metalized ESD Bag or Equivalent</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>2</td>
<td>Wooden pallets</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>3</td>
<td>Plastic shrink wrap</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>4</td>
<td>Nylon Tape, Various Types and Sizes</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>5</td>
<td>Adhesive Tape, Various Types and Sizes</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>6</td>
<td>Custom die-cut foam</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>7</td>
<td>Popcorn Foam Beads</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td>8</td>
<td>Special Handling Tags</td>
<td>A/R</td>
<td>As Required</td>
</tr>
<tr>
<td></td>
<td>a) Static Sensitive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Fragile</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Heavy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Card Board Boxes, Various Types and Sizes</td>
<td>A/R</td>
<td>As Required</td>
</tr>
</tbody>
</table>
5.1.3 **Fixtures/Tool and Die/Equipment**

5.1.3.1 Obtain the following Tool(s) and Equipment(s) defined below as required:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Model/Part Number</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tape Gun – 2” Capacity</td>
<td>As Required</td>
</tr>
<tr>
<td>2</td>
<td>Utility Knife</td>
<td>As Required</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<td>4</td>
<td></td>
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<td>5</td>
<td></td>
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<tr>
<td>6</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2 **Process Steps**

5.2.1 The Warehouse/Stockroom person (Packaging) shall obtain the Packing Slip for the item(s) to be shipped from Contracts/General Administration or Warehouse/Stockroom person.

5.2.2 The Warehouse/Stockroom person (Packaging) shall perform the packaging operation as defined in this procedure and the customer order. When there are customer specific requirements, this information shall be obtained from customer specific General Manufacturing Instructions (GMIs), Operator or Inspection Aids, or documented and approved memos/instructions needed to perform the packaging and shipping process.

5.2.2.1 Electro-static Sensitive Devices (ESD) materials shall be packaged and handled per ATS-SOP-1004, ESD Packaging and Handling.

5.2.2.2 When labels need to be prepared, the Warehouse/Stockroom person (Packaging) shall use white adhesive labels and record item identification information.

5.2.2.3 Special precaution labels (i.e. Fragile, Heavy, ESD Sensitive Material, etc.) shall be applied as required.

5.2.3 When the customer requires service documents/records to be sent, a copy of these items shall be prepared and placed in the shipping container/box along with the packing slip and invoice. A copy of the Packing Slip is always shipped with the item.

5.2.3.1 The original Packing Slip documents shall be retained in the Quality Records file per ATS-QAP-1004, Quality Records.
5.2.4 Prior to shipping the product, the Warehouse/Stockroom person (Shipping) shall inspect the item per ATS-QAP-1406, Shipping Inspection. All issues/nonconformance(s) related to the Shipping Inspection shall be resolved prior to shipment of the product to the customer. See ATS-QAP-1005, Nonconforming Material System for additional information.

5.2.5 The Warehouse/Stockroom person (Shipping) shall coordinate with the outside transportation company and prepare supplier required forms/documents for shipment of the product.

5.3 **Equipment/Tools/Area Maintenance**
5.3.1 The Warehouse/Stockroom person shall perform maintenance on the equipment/tools and area once minimum each month. The operator shall verify that the equipment being used for packaging is not damaged and is functioning properly prior to usage each time. Work area maintenance shall be performed daily to ensure the area is clean, organized and that there is no safety hazards in the work area.

5.4 **Operator Certification**
5.4.1 Warehouse/Stockroom persons shall be trained in accordance with ATS-HRP-1001, Training and Certification and this procedure.

6.0 **QUALITY ASSURANCE**

6.1 **Audits**
6.1.1 Quality Assurance shall audit this process as scheduled per ATS-QAP-1008, Internal Audits.

6.2 **Nonconforming Material**
6.2.1 All nonconforming material shall be positively identified, segregated, documented, and dispositioned in accordance with ATS-QAP-1005, Nonconforming Material System.