



QACP 12 - HANDLING, STORAGE, PACKAGING, PROTECTION AND DELIVERY

PURPOSE:

To ensure satisfactory handling, storage, packaging, preservation and delivery practices for documents and products.

SCOPE:

All product processed by the Triton Marine Group.

All documents and records used to support processing.

DEFINITIONS:

None

RESPONSIBILITIES:

The Managing Director is responsible overall for ensuring that requirements for the protection of product, documents and records are maintained.

The General Managers and Department Managers are responsible for ensuring the protection of all product, documents and records within their areas of responsibility.

All employees are responsible for ensuring the safe handling, storage, packaging, preservation and delivery of product, documents and records.

REFERENCES:

None



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PROCEDURE:

12.1 Handling

- 12.1.1 All employees ensure that documents, records and product are handled in a manner that prevents damage or deterioration.
- 12.1.2 Employees using a fork truck or other forms of lifting equipment are properly trained in the operation of the equipment.

12.2 Storage

- 12.2.1 All documents and product are safely stored. All employees ensure product, documents and records are stored safely in their correct storage locations and kept free from damage and deterioration.
- 12.2.2 Documents and records in storage are controlled using the relevant procedures and identification requirements specified in QACP 2 (Document Control Process) and QACP 13 (Control of Quality Records).
- 12.2.3 Product in storage is controlled using the relevant procedures and identification requirements specified in QACP 5 (Product Identification and Traceability) and the appropriate Division Procedure QADP 6 (Order Filling and Product Repair Process).
- 12.2.4 Certain products stocked by the Triton Marine Group have a limited shelf life. These products are clearly identified and are used on a first in - first out basis. There is no requirement for stock rotation when there is no limitation on shelf life.
- 12.2.5 Certain products stocked by Triton Marine are classified as fireworks or explosives. These products are handled and stored by qualified personnel in accordance with the appropriate government regulations.
- 12.2.6 Should there be any nonconformance observed during the storage and/or use of any product, including that whose shelf life has expired, it is immediately identified, segregated and controlled as per QACP 10 (Control of Nonconforming Product Process).



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12.3 Packaging

- 12.3.1 Product being prepared for shipment to a customer or subcontractor is packaged and labeled in accordance with the customer's or manufacturer's instructions to maintain the desired level of quality and ensure safe storage and transport.
- 12.3.2 When no instructions are provided, packaging is performed by a qualified person.

12.4 Preservation

- 12.4.1 Product, documents and records are handled, packaged and stored in the appropriate manner and environment to ensure their preservation. All product is inspected at the time of the annual inventory to ensure that there has been no deterioration in the quality.
- 12.4.2 An outside agency is used for pest control management.
- 12.4.3 Should deterioration be identified, a nonconformance is declared and processed as per QACP 10 (Control of Nonconforming Product Process).

12.5 Delivery

- 12.5.1 Employees responsible for shipping product ensure that the quality of the product is maintained after Final Inspection.
- 12.5.2 The shipment of dangerous goods, such as pyrotechnics, is performed by fully trained personnel in accordance with appropriate regulations.
- 12.5.3 When the product is delivered to the customer using a Triton Marine Group vehicle, the driver ensures that the delivery of the product to the customer preserves quality of the product.
- 12.5.4 If product is not picked up by the customer or delivered by the Triton Marine Group, the product is shipped using an approved carrier as per the appropriate Division Procedure QADP 3 (Purchasing Process).