###### SHELF LIFE PROGRAM

Items having a specific shelf life will be assigned a control number, and be listed in the Shelf Life Log, which will be kept by the Quality Assurance Manager.

The expiration date and the control number will be clearly marked on Form KA-23 (Shelf Life Item), and placed on each item, (a sample of this form is found in the Forms Manual).

The Quality Assurance Manager will review the shelf life log monthly. Any items that will expire during the next month will be re-ordered, if deemed necessary, and any expired items shall be removed from stock.

The Quality Assurance Manager is responsible to the Chief Inspector for the shelf life program. In the absence of the Quality Assurance Manager, the Chief Inspector, or his/her designee will administer the program.