**Procedure: Shipping**

1. **SUMMARY**
   1. This procedure defines the requirements for packaging and shipping of product
   2. The Office Operations Manager is responsible for implementation and management of this procedure.
2. **REVISION AND APPROVAL**

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| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| 0.1 | 3/2/2017 | Original issue. | Katya Weaklim |
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1. **PACKAGING**
   1. All handling requirements as defined ***Storage*** in shall be followed.
   2. Packaging of items prior to shipment must be done in a way best suited to protect the items from damage or deterioration throughout delivery.
   3. Commercial best practices for packaging shall be used to preserve the product through to final delivery.
   4. During packaging, the employee will perform a visual inspection on parts and report any problems found to Quality Control team. This inspection specifically will ensure:
      1. All parts are accounted for (proper ship quantity)
      2. Condition of parts appears adequate
      3. There are no foreign objects in/on the parts
      4. All appropriate paperwork is present for inclusion in or attachment to the package
   5. Customer-mandated packaging and shipping requirements will be defined on the order documentation.
2. **LABELING**
   1. Labeling of special handling requirements (such as hazard warnings) will be utilized as required.
   2. The shipping clerk will label the packages as prescribed by the carrier and/or order documentation.

1. **SHIPPING**
   1. The delivery method and carrier are either specified by the customer or (Company) will use its preferred carrier
   2. The shipping clerk will stage items for shipment in an appropriate area.
   3. The shipping clerk will ensure all items intended for the day’s delivery are loaded safely on the carrier’s delivery vehicle.
   4. The shipping clerk will process any necessary carrier paperwork in accordance with the carrier’s requirements.