

NAV 16 PACKAGING AND PRESERVATION

1. Are there documented procedures for Preservation, Packaging, Packing, Marking, Handling and Storage of the product?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
a. Do procedures ensure identification of products requiring special cleaning, packaging, labeling, handling or transportation requirements such as items with critical machined surfaces, electrostatic discharge sensitive items, or oxygen clean items?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Do procedures adequately address these special requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
c. Are these procedures being invoked as applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
d. Are items with oxygen cleanliness or other special cleanliness requirements being packaged and/or handled? If yes please refer to NAV 13 Components/System Cleanliness for additional audit guidance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Are materials handling methods and equipment sufficient to prevent damage/deterioration to product before and after packaging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Are designated storage and packaging areas secure, dry and adequate to prevent degradation or pilferage of product pending shipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
a. Are methods for authorizing receipt and dispatch to and from these areas stipulated and properly applied as required by procedures/work instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Are there methods to keep unauthorized employees or visitors from gaining access to the storage and packaging areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Does the supplier maintain a clean storage and packaging environment, keeping packaging materials and product free of harmful contaminants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Is there a checklist or process utilized to confirm prior to shipment that all contract Preservation, Packaging, Packing and Marking requirements have been met?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Is there a process or procedure in place to ensure that the correct item and quantity is being packaged and shipped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Are procedures in place to monitor and maintain the integrity of product subject to Shelf Life Procedures, Hazardous Materials Regulations, and/or Special Cleaning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8. Is there documentation to indicate that periodic inspections are performed to ensure materials handling work instructions are adhered to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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9. Does the supplier comply with all contract requirements for barrier, cushioning, and packaging materials, including environmental requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Are controls in effect to ensure compliance with all interior, intermediate and exterior container markings to include special markings, bar codes, MSL markings and RFID tagging etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Comments/Concerns: