

**XVI PACKAGING AND PRESERVATION (ISO 4.15)**

- |          |   |  |  |  |
|----------|---|--|--|--|
| <b>A</b> | <b>1. Are there documented procedures for the handling, storage, packaging, preservation and delivery of the product?</b>                                       | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>    | <b>N/A</b><br><input type="checkbox"/> |
| <b>A</b> | <b>2. Are adequate methods and means of handling that prevent damage or deterioration provided?</b>   | <b>Sat</b><br><input type="checkbox"/> | <b>Unsat</b><br><input type="checkbox"/> |  |
|          | - <b>Prior to packaging</b>   | <input type="checkbox"/>               | <input type="checkbox"/>                 |  |
|          | - <b>Prior to shipping</b>  | <input type="checkbox"/>               | <input type="checkbox"/>                 |  |
| <b>A</b> | <b>3. Are designated and adequate storage areas available which prevent damage or degradation of product, pending use or delivery?</b>                          | <input type="checkbox"/>               | <input type="checkbox"/>                 |  |
| <b>B</b> | <b>4. Are methods for authorizing receipt and dispatch to and from these areas stipulated and properly applied as required by procedures/work instructions?</b> | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>    | <b>N/A</b><br><input type="checkbox"/> |
| <b>A</b> | <b>5. Does the supplier maintain cleanliness during packaging?</b>  | <b>Sat</b><br><input type="checkbox"/> | <b>Unsat</b><br><input type="checkbox"/> |  |
| <b>A</b> | <b>6. Is a checklist/process used to verify shipping requirements, marking and documentation to be enclosed in the shipment?</b>                                | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>    |  |
|          | <b>Is verification documented?</b>  | <input type="checkbox"/>               | <input type="checkbox"/>                 |  |
| <b>B</b> | <b>7. Is product configuration verified prior to shipment?</b>  | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>    | <b>N/A</b><br><input type="checkbox"/> |
| <b>A</b> | <b>8. Do the supplier's procedures provide for adequate protection of the components including machined surfaces?</b>   | <b>Sat</b><br><input type="checkbox"/> | <b>Unsat</b><br><input type="checkbox"/> | <b>N/A</b><br><input type="checkbox"/> |
| <b>A</b> | <b>9. When age control or critical environments apply, do the supplier's procedures/processes assure that these are monitored and maintained?</b>               | <input type="checkbox"/>               | <input type="checkbox"/>                 | <input type="checkbox"/>               |

- |          |   | Yes                      | No                       | N/A                      |
|----------|---|--------------------------|--------------------------|--------------------------|
| <b>B</b> | <b>10. Are periodic inspections performed to assure compliance to work instructions for handling and storage?</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>A</b> | <b>11. Are Electro Static Discharge (ESD) sensitive components/parts properly identified, handled and packaged?</b>                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>A</b> | <b>12. Do the packaging procedures/processes utilize only environmentally acceptable packaging materials in accordance with contractual requirements?</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B</b> | <b>13. Does the supplier's procedure address special packaging, handling, marking or transportation requirements?</b>                                     | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <b>B</b> | <b>14. Are controls in effect to ensure compliance with special marking requirements for exterior shipping containers?</b>                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**Additional Concerns/Comments**