



Quality Procedures Manual

Material Handling and Storage

1. POLICY.

It is the policy of Future Design & Engineering (FDE) to employ practices in the areas of handling and storage of material that prevent loss, damage, deterioration, degradation, and protects the quality of products by preventing inadvertent substitution of parts. The purpose of this procedure is to promulgate quality practices in regard to handling and storage of material.

2. RESPONSIBILITY.

All managers and supervisors of departments that handle, move, or store material are responsible for insuring that their departments are in compliance with this procedure.

3. Definitions.

FIFO First In, First Out

ESDS Electrostatic Discharge Sensitive

4. IMPLEMENTATION.

- A. Although the majority of purchased material is adequately protected by good commercial practices, FDE makes provision to accommodate special situations through statements included on the Purchase Order. Examples of material needing special instructions follow:
- Coated, painted, plated, or polished material is securely wrapped in a heavy neutral paper or placed in individual plastic bags to prevent damage and scratches.
 - Small parts are packaged in bulk providing the finish is not critical, and damage will not occur.
 - Parts of identically formed shapes without sharp projections can be netted provided they are wrapped with heavy neutral paper or other protective material to prevent scratches.
 - Lead terminated components are packed to prevent any strain to lead/body interface during storage and handling.
 - All ESDS devices are appropriately packaged and marked to prevent damage.
- B. All material handling and storage are to follow sound practices such as the following:
- Precious metals or materials plated with precious metals are handled with gloves or other anti-static devices and enclosed in bags or heavy neutral paper.
 - Material returned to stock is inspected for damage and proper packaging to prevent damage and scratches during storage.
 - Stacking of materials or containers is allowed only to a height that tipping will not occur.
 - Material is not allowed to block aisles, walkways or areas of heavily traffic.
 - Dissimilar materials are stored separately unless part of an assembly.
 - Consumable and bulk stock is rotated on a FIFO basis.
- C. Printed circuit boards are subject to more stringent requirements. Assemblies not requiring ESDS protection are generally transported in containers which prevent board to board contact. Efforts should be made to containerize these assemblies as quickly as possible.



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- D. ESDS devices, assemblies, and equipment are received, handled, inspected, and stored according to special procedures as outlined in Quality Procedure [QPM-003](#), Static Sensitive Devices.
- E. Special requirements for handling, movement, or storage may be included in work instructions or work order travelers when warranted.
- F. Quality Assurance will initiate Corrective Action Requests if serious or repeated violations of this procedure are encountered.

5. REFERENCES.

Static Sensitive Devices Quality Procedure, [QPM-003](#)