QUALITY SYSTEM PROCEDURE
PRESERVATION OF PRODUCT
QSP-04-07

ELECTRONICALLY CONTROLLED COPY

ISO 9001: 2008

AUTHORISATION

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Title</th>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>CEO</td>
<td></td>
<td>11th/08/2014</td>
</tr>
</tbody>
</table>

Page: 1 of 5
1. **OBJECTIVE:** To provide assurance that all products / consumable items will be handled, stored and packed free from damage and or defects

2. **SCOPE:** This procedure applies to all product handling activities.

3. **REFERENCES:**
   - ISO 9001:2008 Requirement 7.5.5
   - Policy POL-04-05
   - QSP-04-01, QSP-04-02 and QSP-05-01
   - Autosheq Software Version: 2.3.5

4. **DEFINITIONS:** n/a

5. **ACTIVITIES**
   The processes of Handling, Storage, Packaging, Preservation and Delivery are divided into 2 categories, as follows:

   - **Purchased Products**
     - All purchased materials, component parts and products purchased production or for resale to the customer
   - **Finished Goods**
     - All products manufactured, stored, packaged and delivered to customers.
   - **Picking**
     - The action of physically withdrawing product of the correct type and in the correct quantity from a storage area for repackaging into containers destined for delivery to the customer.
   - **Internal Sales**
     - Sales of stock products.

   **HANDLING**
   - Forklift to move cables in the drums.
   - Forklift to move receiving goods to allocated storage areas.
   - Certified forklift driver required.

   **STORAGE AREAS**
   - Materials to be stored in the allocated areas with the relevant signs / identification.
   - The following areas are used as allocated storage space:
     - **Consumable Store**
       - As per stock list.

   **STORES REQUISITION PROCEDURE**
   - Items in the consumable will be part of the requisition procedure.
   - Each department is allocated a cost center code to identify where the requisition is coming from.
   - The requests for items will be verbal to the storekeeper.
   - He will record this on a Daily Issue List.
At the end of the working day this information will be recorded onto the Stores Requisition.

For each requisition the storekeeper stock takes that particular item, this quantity is also recorded on the requisition. The stock take figure is compared with the computer system.

- One item per requisition.
- Stores requisition is completed by two people:
  - Issuing section
  - Cost section
- The Stores Requisitions are given to the Admin Officer (Buyer) who updates the Stock Control Cards accordingly.
- Finished stock goods, physical count every Friday.
- A copy of stock report sent to Divisional CEO and Finance Director.

**SAFETY**

- Safety equipment issued.
- Record of safety goods filed in employee file.
- Storekeeper completes above forms and employee signs for safety equipment and enters clock numbers.
- Completed form included in each employee’s personnel file.

**PACKAGING**

**Incoming Goods:**

- Other consumable goods are packaged according to the sizes requested and with the correct product identification.

**Finished Goods:**

- Special packaging is done on request from customers

**MATERIAL HANDLING FOR PRODUCTION PURPOSES**

This process is controlled as follows:

**a)** All purchased products are inspected according to Procedure for Inspection and Test. (Measuring & Monitoring)

**b)** Approved purchased products are clearly identified and placed in allocated storage areas pending issue for production.

**c)** Purchased products are issued for production against a bill of materials specifying product type and quantity required.

**MATERIAL HANDLING FOR FINISHED GOODS AND DELIVERY OF CUSTOMER ORDERS**

This process is controlled as follows:

**a)** All finished goods are packaged in plastic containers and/or cardboard boxes, as applicable.

**b)** Finished goods and products purchased for direct sale to customers are clearly identified and stored in allocated places in the Finished Goods Stores.

**c)** When the preparation of customers’ orders has been completed, the orders are inspected before delivery in accordance with Procedure for Inspection and Test (Measuring & Monitoring).
COUNTER SALES

- Products sold over the counter at the Webb premises are issued directly to the customer from the Finished Goods Stores accompanied by an invoice, one copy of the invoice is signed by the customer and retained for control purposes.

PRESERVATION

- Other than the preservation resulting from the material in which finished goods are packaged, no special preservation processes are performed.

ERRORS AND NONCONFORMANCES

- All errors and non-conformances observed during the process is immediately corrected, recorded on a non-conformity/corrective action record form and treated in accordance with Procedure for the Control of Non-conforming Product and Corrective Action.

6.0 RESPONSIBILITIES AND AUTHORITY

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>TASK</th>
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<tbody>
<tr>
<td>Receiving Inspector</td>
<td>Receiving inspection</td>
</tr>
<tr>
<td>Material Controller</td>
<td>Material handling of purchased products and issue to production</td>
</tr>
<tr>
<td>Finished Goods Stores Manager</td>
<td>Counter Sales</td>
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<tr>
<td>Finished Goods Inspectors</td>
<td>Inspection of prepared orders</td>
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<tr>
<td>Storekeeper</td>
<td>Maintain storage</td>
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<tr>
<td>Forklift Driver</td>
<td>Handle transport</td>
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<td>Storekeeper</td>
<td>Maintain raw material store</td>
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<tr>
<td>Dispatch Clerk</td>
<td>Prepares deliveries</td>
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<td>Quality Manager</td>
<td>Audit specific areas</td>
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<tr>
<td>Dispatch</td>
<td>Preserve stock</td>
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</tbody>
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7. REVISION RECORD:

<table>
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<th>Status/Change</th>
<th>Date</th>
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<td>Original (New format Introduced)</td>
<td>12/03/2008</td>
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<tr>
<td>01</td>
<td>Revised to ISO 9001:2008</td>
<td>01/03/2009</td>
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<td>02</td>
<td>QSP-04-07 front page revised</td>
<td>03/01/2011</td>
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<tr>
<td>03</td>
<td>Preservation of product procedure reviewed.</td>
<td>09/08/2013</td>
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<td>04</td>
<td>Autosheq software introduced</td>
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