

Shipping Procedure

1. Material handler receives a loading order.
2. Loading order is verified with FIT system planning board to determine if all material is in finished goods or if order has a balance that is being produced.
3. Once material is determined to be in finished goods and ready to ship, material handler locates the finished goods in the warehouse.
4. When a truck arrives for pick-up of the loading order, and material is ready to be placed on the truck, the material handler locates the inventory tag and removes the perforated bar code portion of the inventory tag. This should not be done until the material is on the truck.
5. Once all material is loaded on the truck, and perforated bar code portion of the inventory tag has been removed from each tag, the load is verified by the 2nd material handler or management and loading order is signed confirming verification. Any additional customer specific requirements should be reviewed in the verification process.
6. Stelplan "Load Match Function" is used to create the Bill of Lading. Bar codes are scanned from removed tags or manually typed into the load match function. Once load match is confirmed, the final Bill of Lading can be printed and signed by the material handler.
7. Driver must sign the completed Bill of Lading and is given copies and a copy is retained by shipping personnel.

Revision Date

03/21/16

01/26/15

07/02/14

Revision Level

2

1

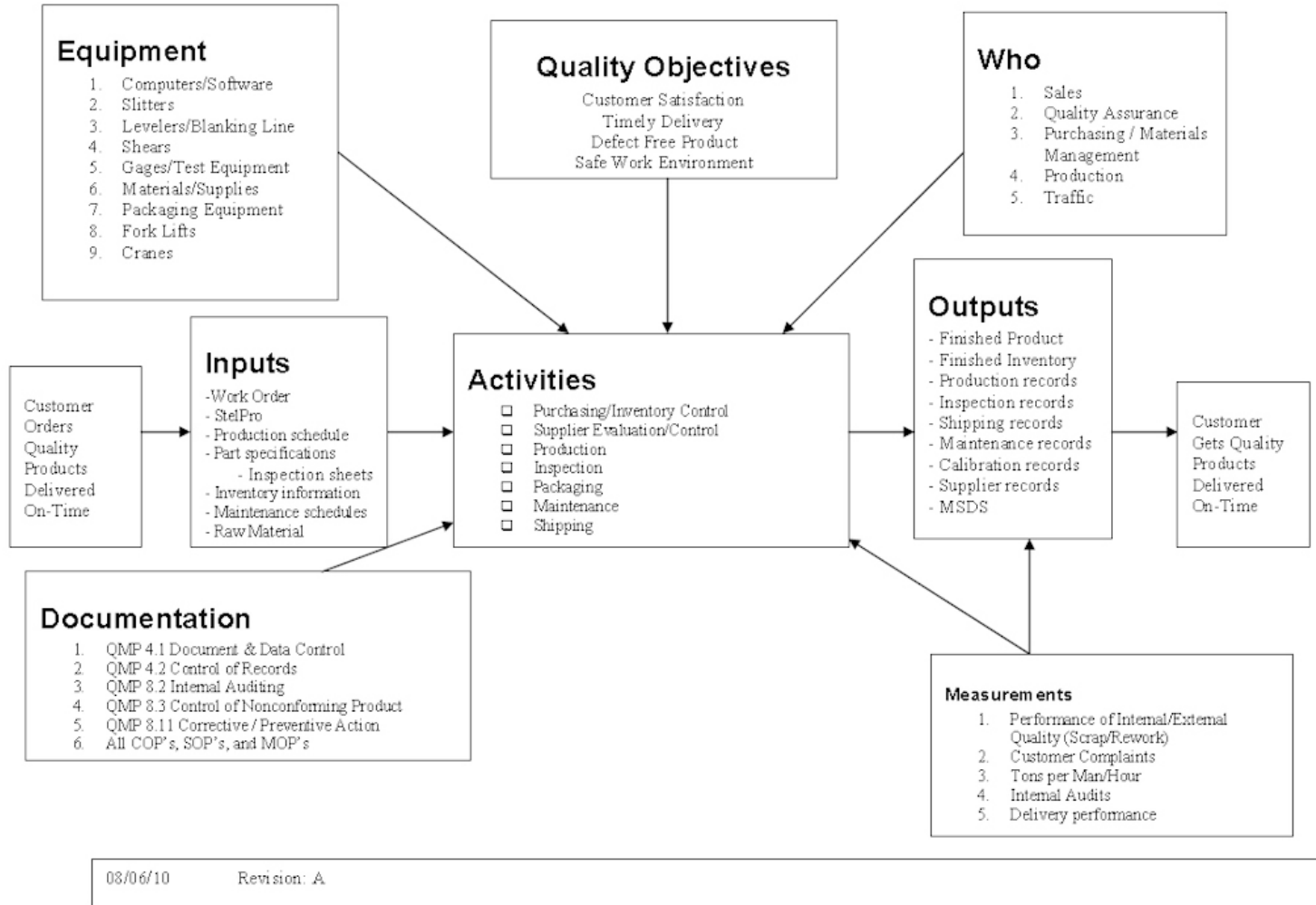
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Changes Made

Updated 6

Updated 5 & 6

Original Version

COP #3 – Product Realization (Production and Shipping)PDF VERSION CLICK [HERE](#)Revision History

Date	Section	Description	Revision
08/06/10	Revision Block	Changed to standard date/revision format.	A
11/09/09	n/a	n/a	Original

JEMISON DEMSEY Internal Audit Process Worksheet

Process Title: Shipping Owner: Alex Riffle

Process Controlling Documentation: (Procedures, Work Instructions, Control Plans, Work Orders, Specifications, Flowcharts, etc.)

DEC-SHP-001 Shipping procedure, BOL CLV-108659-001, COP #3 Product Realization

Related Process Linkages: (Related processes, parties, who/what else supports the process?)

Builds Loading Order – Justin Pate

Process Inputs: (Customer requirements, supplies, materials, schedules, plans, documents, etc.)

LO# CLV-108659

Process Outputs: (Documents, records, customer requirements, materials, products, services, etc.)

BOL# CLV-108659

Metrics Used to Determine Process Efficiency: (Key QMS measureables)

On time delivery report and customer invoice

Delivery Performance

JEMISON DEMSEY Internal Audit Process Worksheet

Audit Evidence / Other Personnel Interviewed	Comments / C=Conforms NC=Nonconforming O=Observation
Shipper, Alex Riffle, located inventory in DFG whs upon receipt of Loading Order	C
Tags 53448, 55484, 55487, 55488, 55489, and 55490 loaded on truck	C
Perforated bar code portion of inventory tag removed from each bundle	C
Load Match Function in Stelplan is verified	C
Bill of Lading printed and signed by driver	C
Second material handler did not sign Loading Order per DEC-SHP-001	O

Auditor(s): Rachel Howard

Location/Dept.: Decatur/Quality Date: 1/11/2017 Shift: 1

JEMISON DEMSEY Internal Audit Process Worksheet

Process Title: Shipping Owner: Ben Hjelm

Process Controlling Documentation: (Procedures, Work Instructions, Control Plans, Work Orders, Specifications, Flowcharts, etc.)

DEC-SHP-001 Shipping procedure, BOL GAD-52919, COP #3 Product Realization

Related Process Linkages: (Related processes, parties, who/what else supports the process?)

Builds Loading Order – Justin Pate

Process Inputs: (Customer requirements, supplies, materials, schedules, plans, documents, etc.)

LO# GAD-52919

Process Outputs: (Documents, records, customer requirements, materials, products, services, etc.)

BOL# GAD-52919

Metrics Used to Determine Process Efficiency: (Key QMS measureables)

On time delivery report and customer invoice

Delivery Performance

JEMISON DEMSEY Internal Audit Process Worksheet

Audit Evidence / Other Personnel Interviewed	Comments / C=Conforms NC=Nonconforming O=Observation
Shipper, Ben Hjelm, located inventory in DFG whs upon receipt of Loading Order	C
Tags loaded on truck	C
Perforated bar code portion of inventory tag removed from each bundle	C
Second material handler did not sign Loading Order per DEC-SHP-001	C
Load Match Function in Stelplan is verified	C
Bill of Lading printed and signed by driver	C

Auditor(s): Rachel Howard

Location/Dept.: Decatur/Quality Date: 1/20/2017 Shift: 1

JEMISON DEMSEY Internal Audit Process Worksheet

Process Title: Shipping Owner: Alex Riffle

Process Controlling Documentation: (Procedures, Work Instructions, Control Plans, Work Orders, Specifications, Flowcharts, etc.)

DEC-SHP-001 Shipping procedure, BOL GAD-52919, COP #3 Product Realization

Related Process Linkages: (Related processes, parties, who/what else supports the process?)

Builds Loading Order – Justin Pate

Process Inputs: (Customer requirements, supplies, materials, schedules, plans, documents, etc.)

LO# GAD-52931

Process Outputs: (Documents, records, customer requirements, materials, products, services, etc.)

BOL# GAD-52931

Metrics Used to Determine Process Efficiency: (Key QMS measureables)

On time delivery report and customer invoice

Delivery Performance

JEMISON DEMSEY Internal Audit Process Worksheet

Audit Evidence / Other Personnel Interviewed	Comments / C=Conforms NC=Nonconforming O=Observation
Shipper, Ben Hjelm, located inventory in DFG whs upon receipt of Loading Order	C
Tags loaded on truck by Alex Riffle	C
Perforated bar code portion of inventory tag removed from each bundle	C
Second material handler signed Loading Order per DEC-SHP-001	C
Load Match Function in Stelplan is verified	C
Bill of Lading printed and signed by driver	C

Auditor(s): Rachel Howard

Location/Dept.: Decatur/Quality Date: 1/23/2017 Shift: 1