
Finished Good Handling And Storage To Avoid Damage

1.0 Objective & Quality Standard

The objective of this procedure is to establish standardized handling and storage practices for finished goods to eliminate damage during transfer, staging, and storage. All finished goods must be free of scratches, dents, chips, abrasions, and contamination upon final inspection and throughout storage. Acceptable quality standard: zero visible defects on any visible surface. Any damage exceeding a 0.5mm scratch depth or 1mm dent diameter is considered a defect and must be reported.

2.0 Required Tools & Gauges

- Clean, dry, non-marring handling gloves (e.g., nitrile or cotton knit)
- Protective corner guards (foam or cardboard)
- Non-abrasive moving blankets or furniture pads
- Plastic stretch wrap or shrink wrap (for moisture protection)
- Pallet jacks or carts with soft rubber wheels
- Clean, dry storage racks with padded or rubber-coated surfaces
- Digital caliper (0-150mm) for scratch/dent measurement
- Inspection flashlight (LED, 500+ lumens)

3.0 Safety & Material Handling

- Wear clean, non-marring gloves at all times when handling finished goods to prevent oil transfer and fingerprints.
- Use two-person lift for items exceeding 20 kg to prevent strain and dropping.
- Ensure all handling equipment (pallet jacks, carts) has soft rubber wheels to avoid floor damage and vibration transfer.
- Keep storage area clean, dry, and free of debris. Sweep before placing any finished goods.
- Do not stack finished goods directly on concrete floors; always use pallets or racking.

4.0 Step-by-Step Procedure

1. Inspect the finished good immediately after final QC approval. Use the inspection flashlight to examine all visible surfaces for scratches, dents, chips, or contamination. Measure any suspected defect with the digital caliper.
2. If any defect is found, do not proceed with handling. Red-tag the item and place it in the designated rework area. Document the defect in the ShopDocs QA module.
3. Put on clean, non-marring gloves before touching the finished good. Ensure gloves are free of dirt, oil, or debris.
4. Apply protective corner guards to all exposed corners and edges of the finished good. Use foam or cardboard guards secured with low-tack tape.
5. Wrap the finished good in a non-abrasive moving blanket or furniture pad. Secure the blanket with stretch wrap, ensuring no loose ends that could snag.

6. If the finished good will be stored for more than 24 hours, apply a layer of plastic stretch wrap over the blanket to protect against dust and moisture.
7. Transfer the finished good to the storage area using a pallet jack or cart with soft rubber wheels. Move slowly and avoid sudden stops or turns.
8. Place the finished good on a clean, dry storage rack with padded or rubber-coated surfaces. Ensure the rack is level and stable.
9. If stacking is necessary, place a layer of corrugated cardboard or foam sheet between each unit. Do not stack more than three units high unless approved by the QA manager.
10. Label the storage location with the finished good part number, date, and operator initials. Update the inventory system in ShopDocs.
11. Perform a final visual inspection of the stored finished good after placement. Confirm no new damage occurred during transfer.
12. If any damage is observed during storage (e.g., from adjacent items or racking), immediately remove the item, red-tag it, and report to the QA manager.

5.0 Verification & Defect Reporting

1. After storage, verify that the finished good is free of scratches deeper than 0.5mm and dents larger than 1mm in diameter using the digital caliper.
2. If a defect is found, attach a red tag to the item with the defect description, date, and operator name. Move the item to the designated rework area.
3. Log all out-of-tolerance defects in the ShopDocs QA module, including photos and measurements, for root cause analysis.
4. If the defect is due to handling equipment (e.g., rough wheels, sharp rack edges), immediately report the equipment issue to maintenance and quarantine the equipment until repaired.
5. For repeat defects (more than 3 occurrences in a shift), initiate a corrective action request (CAR) and review the handling procedure with the team.

Regulatory Disclaimer: This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.