Shipping Procedure

The Shipping Department function is to coordinate the movement of material to vendor and customers, control of related documentation and insure packaging methods are sufficient to guarantee the protection and preservation of in process and finished goods while in transit.

A. In process or finished goods will be moved to shipping after the inspection department has determined that the material is suitable for outside processing or final shipment to a customer.

B. Shipping personal will determine that the parts counts and descriptions are consistent with published work instructions and shipping documentation supplied with the parts.

   1) Parts for vendor processing will be packed sufficiently to insure safe transit to and from the vendor's facility. Shipping will insure that the correct documentation accompanies the parts.

   2) Finished goods will be documented per customer PO requirements as described in the shop packet accompanying the parts to shipping. Documentation will be one of the following:

      a) Commercial Bill of Lading and Packing Slip
      b) Bill of Lading, Packing Slip and C of C
      c) Bill of Lading, Packing Slip, C of C and Full Cert Package
      d) Bill of Lading, DD250, Evidence of Government Source Inspection and a Full Cert Package Properly Annotated.

Shipping will package the finished goods consistent with consideration for proper preservation and protection of the material being shipped. Boxes and crates will be labeled per customer PO requirements and established practices.

C. Shipping will arrange for an appropriate freight company to transport the material per customer PO requirements. If a freight carrier is not specified, the most economical method will be employed.

D. When parts are shipped to their respective destinations, all paperwork related to the shipment will be transferred to the appropriate department.

   1) Vendor shipment records will be given to purchasing for follow up.
   2) Documentation for finished goods will be forwarded to Account Payable for vendor payment.