



**Standard Operating Procedure
Receiving & Storage**

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Approval

Approving Authority	Name	Signature	Date
President	Joseph Parisi		3/28/14
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Revision History

Revision #	Description of Change	Effective Date	DCR#
3	-	05/07/97	-
4	Store Materials in Original Packaging	02/17/12	10005
5	Receiving & Storage Modifications	03/28/14	13015



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- 1 Purpose
 - 1.1 To establish a standard procedure for receiving and storing materials.
- 2 Scope
 - 2.1 This procedure applies to pharmaceutical and high-purity stainless steel process piping and tool hookup assemblies.
- 3 Responsibility
 - 3.1 The Therma Project Manager (PM) may designate Receiving Clerk (RC), Purchasing Agent (PA), and possibly an Assistant Project Manager (APM) to perform the following procedures.
 - 3.2 The foreman shall coordinate the examination of the received materials with Quality Control Examiner (QCE) as required.
- 4 Procedures
 - 4.1 Receiving
 - 4.1.1 Project Manager(PM) issues Purchase Order(PO) to vendor per SOP 3.004.
 - 4.1.2 PM shall provide to the RC printed copies of the Packing Slip Verification Form (PSV) for the PO# listed on the packing slip (PS).
 - 4.1.2.1 The PM shall also provide any other documents to the RC necessary to receive and perform QC exams on the material, including quotes, data sheets, approved submittals, etc.
 - 4.1.3 When a shipment is received, the Receiving Clerk shall:
 - 4.1.3.1 Notify the PM that shipment has arrived.
 - 4.1.3.2 Record the Packing Slip # and date onto the PSV.



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- 4.1.3.3 Verify the contents of the shipment versus the Packing List and the PSV and record onto the PSV quantities, date(s) and whether any damage detected.
- 4.1.3.4 If the PSV indicates that Certifications (i.e. MTR; calibration, etc.) are required, RC shall record on the PSV when received.
 - 4.1.3.4.1 If the required documents are not received with the materials, RC shall contact the vendor immediately to obtain them before proceeding.
 - 4.1.3.4.2 If the documents are received and appear in order, RC shall record the heat numbers and instrument serial number, etc., onto the PSV.
- 4.1.3.5 RC shall make one copy of each MTR, PS and updated PSV and stamp "COPY". RC shall then attach to the original packaging.
- 4.1.4 If materials appear damaged (e.g.: from shipment):
 - 4.1.4.1 The RC shall notify the QCM immediately.
 - 4.1.4.2 The QCM shall confirm damage and attach 'Rejected' tag.
 - 4.1.4.3 The QCM shall move the material to the Rejected material area.
 - 4.1.4.4 The QCM shall notify the PM and Foreman(FM).
- 4.1.5 RC shall review the PSV to determine whether QC Examinations are required.
- 4.1.6 If QC Examinations are required, RC shall move materials to "Quarantine" material storage area.
 - 4.1.6.1 RC shall deliver PS, PSV and certification documents to the QCM.



4.1.7 Upon QC acceptance of the materials, QCM shall:

4.1.7.1 Mark materials with Job# and applicable tag ID# then move materials to the "Accepted Material" storage area

4.1.7.2 Deliver PS, PSV and certification documents to the PM/APM.

4.1.7.3 Notify the PM and Foreman that the shipment has been accepted and of the storage location for the materials.

4.1.7.4 The PM/APM files the hard copy of each PSV, MTR and PS in the appropriate locations for the Turnover Package (TOP).

4.1.8 If QC Examinations are not required, RC shall move materials to the "Accepted" material storage area.

4.1.8.1 Move materials to the "Accepted" material storage area.

4.1.8.2 RC shall deliver PS, PSV and certification documents to the PM/APM.

4.1.8.3 RC shall notify the PM and Foreman that the shipment has been accepted and of the storage location for the materials.

4.1.8.4 The APM files the hard copy of each PSV, MTR and PS in the appropriate locations for the Turnover Package (TOP).

4.2 Storage

4.2.1 Provide storage areas for each project labeled "Quarantine", "Accepted", and "Rejected" materials. The "Quarantine", "Accepted", and "Rejected" materials storage areas shall be defined by the QCM and labeled for each applicable project for each shop or field work site.



- 4.2.1.1 Access to the materials in the "Quarantined" material storage area shall be restricted to the RC to add new incoming materials and QCM/QCE to perform QC examinations.
- 4.2.1.2 Access to the materials in the "Accepted" material storage area shall be restricted to the Foreman, QCM and the PM.
- 4.2.1.3 Access to the materials in the "Rejected" material storage area shall be restricted to the QCE and QCM.
- 4.2.2 All storage areas shall be located in a secure, clean and dry environment.
 - 4.2.2.1 Storage areas shall be locked when unoccupied to restrict access of unauthorized personnel.
- 4.2.3 All materials shall be stored in original packaging when possible.
- 4.2.4 Place the received materials on racks, when possible, to prevent damage. Storage racks shall be identified and labeled by the Foreman with the Job# and Job Name.
- 4.2.5 All personnel shall take steps to prevent stainless steel materials physically contacting other metals, such as carbon steel, galvanized steel, etc., by insulating with plastic sheeting or equivalent.
- 4.2.6 Prevent particles from entering the piping by using protective covers or caps.



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