

James Walker	Logistics	Date: May 13, 2024	Rev: 16	Page: Page 1 of 3	Document No: FMP 06 Approved by: Logistics Manager
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REASON FOR UPDATE:

Removal of secondary checks at section 4.3 & Flow Map
Flow map update to incorporate actioning of customer special requirement requests
Removed reference to coloured folders

ASSOCIATED DOCUMENTS:

[OPI 08](#)

1. **PURPOSE**

1.1 To provide a documented procedure for Logistics.

2. **SCOPE**

2.1 This document applies to all those involved with logistics.

3. **RESPONSIBILITY**

3.1 The Logistics Manager is responsible for updating and communicating the details within this procedure.

4. **PROCEDURE**

4.1 **Is stock available?**

4.1.1 Observe all customer specific requirements

4.2 **Pick goods**

4.2.1 Document contains basic information to allow item to be picked e.g. description, quantity, location etc.

4.3 **Goods match quantity and batch numbers**

4.3.1 Pick document stamped / initialled with picker's identity.

4.3.2 Carry out any special packaging requirements.

4.3.3 Stocked items are labelled in the works and located in their appropriate location, either in the large racking or one of the carousels.

4.4 **Goods correct to pick slip**

4.4.1 Only one part number to be picked at a time to mitigate risk of mix-up.

4.4.2 Packer to check product label against pick slip details.

4.4.3 In the event of discrepancy, pick slip and goods are to be returned to relevant department for investigation.

4.4.4 Certificate of Conformity to accompany goods where required.

4.4.5 Refer to OPI08 for any special packaging requirements including sub-contracted packaging.

4.5 **Despatch method**

4.5.1 Packer to select appropriate transit packaging (cartons, bags, bales crates etc.) according to weight, size, shape and risk of damage.

4.5.2 Overall weight of item recorded.

4.5.3 Despatch goods from system and the carriers system (if required).

4.6 **Documentation**

4.6.1 Attach labels to packaging.

4.6.2 Attach customer delivery note to outside documents enclosed in wallet.

4.6.3 Consignment notes to the carrier.

4.7 **For Export Despatch refer to steps 4.4, 4.5 & 4.6 except:**

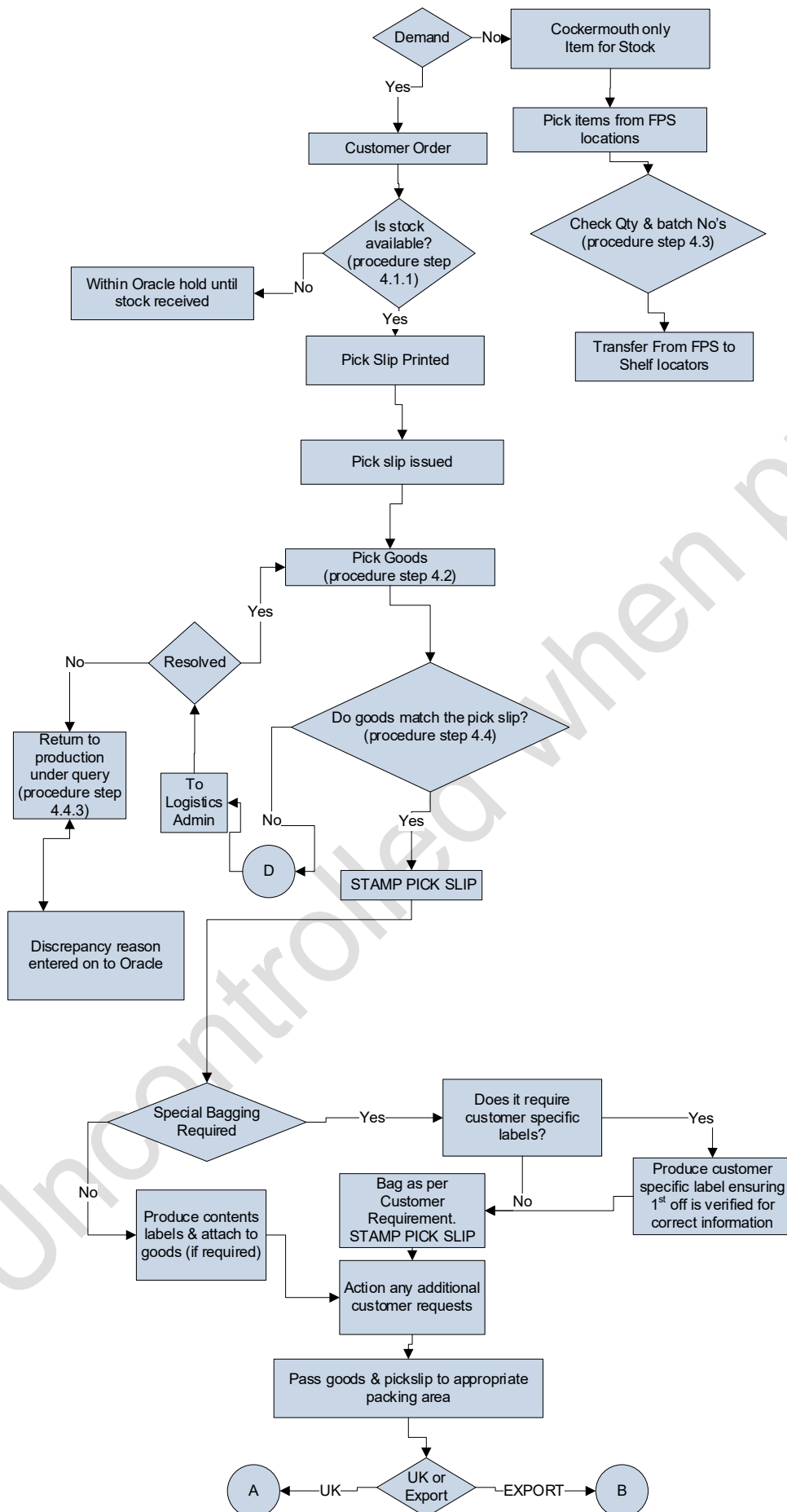
4.7.1 Multi items in one package where possible.

4.7.2 Any additional documentation obtained if required.

4.8 **All orders to be completed individually through the process to prevent possible crossing of labelling at bagging stage**

4.9 See flow map on following page

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