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Work Instruction Owner(s) – list functions: Chance Caffee – Logistics		Revision's Training Requirements – select one (per section #9): Awareness x <input type="checkbox"/> Formal <input type="checkbox"/>	

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1 Purpose

This procedure is for packaging materials and products out to facilities other than Nippon US Warehouse.

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2 Scope – applies to where & when the work instruction is used

This procedure applies to the Shipping Supervisor, Crating Specialists, and the Logistics Coordinator and Small Packaging.

3 Definitions and Acronyms (if needed)

3.1 XXXXXXXXXXXXXXX...

4 Graphic (if needed)

5 Responsibilities

Shipping Supervisor


For this procedure, has overall responsibility for movement (logistics) of material that is outbound to the customer or vendor and monitoring the performance of staff and carriers.

Logistics Coordinator

Responsible for establishing the priority of packaging, the preparation of carrier documents and coordinating logistics with carriers.

Crating Specialists

Responsible for the proper packaging of correct materials and communicating the completed package information with the Logistics Coordinator.

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Small Packaging

Responsible for the proper packaging of correct materials and process the shipment with the chosen carrier.

Property Receiver

Property Receiver of Government Furnished Property (GFP) and ensures applicable compliance to QMS Quality Work Instruction titled "Control of Government Furnished Property (GFP)".


Comment [e1]: Close Quote

6 Instruction


Requirement: If Government Furnished Property (GFP), Property Receiver must follow QMS Quality Work Instruction, "Control of Government Furnished Property (GFP)".

Items to be crated for non-small parcel shipments.

1. The Project Engineer (PE) or responsible person advises the MTS Shipping staff when a product is ready for shipment by supplying a delivery note to the shipping office.
2. Based on the project's delivery note, the PE or responsible person locates and identifies all components required for the project and generates an in-house delivery note tag and tags movable units with this tag, including what line item the specific item is on the delivery note.
3. To control the daily work flow, the Logistics is responsible for establishing priorities based on:

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- a. Ship to meet the earliest of either the “required ship date” or “planned ship date” found on Z1 (main) delivery notes.
 - i. If dates are in the past –the job is late, ship as soon as reasonably possible.
 - b. Ship according to any ship dates or commitments noted by the PE or other responsible party written on the delivery note, stated in the special ship instructions in the delivery note text or otherwise communicated.
4. Crating Specialists:
- a. Picks up the items to be packaged from their floor location and to the best of the packager’s ability, using available part numbers, line numbers found on the delivery note and or descriptions, verify that the correct items are packaged for that delivery.
 - b. Based on the shipment mode and destination criteria, the materials are packed and/or crated by Crating Specialists who are responsible for planning, designing, and constructing the appropriate containers and structures.
 - i. See QMS-Package and Labeling for Handling,
 - ii. QMS- Rust Preservation
 - c. Submit the delivery note with the weights and dimensions of each container to the Logistics Coordinator.

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5. The Logistics Coordinator assigns/books a carrier. Carrier selection is based on specific contractual arrangements and the unique characteristics of the shipment and mode of transit.
 - a. See QMS-MTS US Outbound Routing Guide

6. The Logistics Coordinator generates the following documents, depending upon whether the destination is foreign or domestic and the type of carriage utilized:
 - a. Foreign – Export Declaration (SLI), a Domestic Bill of Lading from origin to port for ocean shipments, or an Air Way-Bill, packing list, invoice, ect.
 - i. See QMS-Generating an SLI
 - b. Domestic – Bill of Lading, packing list, ect.

The Logistics Coordinator generates the internal documentation for delivery of the materials.

 - a. See BPWI 100504 - Sales and Distribution - Goods Issue for a Delivery
 - b. BPWI 100761-Process Delivery - Packing a Delivery


7. Carrier vehicles are loaded by the Crating Specialists to ensure proper loading and dispatch of cargo.

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Small Package:
Project Materials
Non Project Materials

1. Materials are delivered to the Shipping Department accompanied by a delivery note.
2. Small Packaging:
 - a. To the best of the packager's ability, using available part numbers and or descriptions, verify that the correct items are packaged for that delivery.
 - b. Packaging is based on the size of the materials and the type of transportation to be used, goods are packaged in appropriate containers and structures.
 - i. See QMS-Small Packaging-Items that need special attn.
 - ii. QMS-Small Packaging Area instructions
 - iii. QMS-Packaging transducers
 - iv. QMS-Boxes with Wood liners,
 - c. Processes the package through the chosen carrier.


7 Associated Quality Records – as stated in the Quality Records List

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Required Record

8 Reference Forms / Templates / Documents (if needed)

Form / Template / Document Title	Location
QMS-Package and Labeling for Handling	\\mspdata1\Shipping\Public\Work Instructions\Packaging and Labeling
BPWI 100504 - Sales and Distribution - Goods Issue for a Delivery	
BPWI 100761-Process Delivery - Packing a Delivery	
Product Safety Manual PRO-029-03 – Section 11	MTS Policies page
QMS-Generating an SLI	\\Mspdata1\shipping\Public\Work Instructions-QMS\Logistics\Exports


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QMS-MTS US Outbound Routing Guide	\\Mspdata1\shipping\Public\Work Instructions-QMS\Logistics
Control of Government Furnished Property (GFP) (Work Instruction)	http://groups.mts.com/ProjectSystem/PhaseDocSummaryByType.asp?mnuSys=Qual&mnuPhaseId=120&mnuDocType=3
U. S. Government Property Tag (form)	http://groups.mts.com/ProjectSystem/PhaseDocSummaryByType.asp?mnuSys=Qual&mnuPhaseId=120&mnuDocType=3

9 Current Revision's Training Requirements

Training requirements are determined by the document owner – either awareness or formal.


Select One (mark X)	Training Type	Training Definition
x	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups

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		were trained.
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10 Revision History & Approval

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Placed into control		10/10/94
B	Changed owner from Linda Aanestad to Todd Laumann	Todd L	6/6/08
C	"Required" ship dates changed to "plan" Todd Laumann	Todd L	3/16/09
D	Name change from "Packing Procedure" to "Coordinating Shipments"	Todd L	9/29/09
E	Added references for other processes	Todd L	12-28-11
F	Changed scheduling priorities	Todd I	10-29-12
G	Added text to add change in the instruction for Control of Government Furnished Property (GFP)	Todd I	11-09-12

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H	Updated owner and added clarity of roles/responsibilities	Chance C.	11-18-2016
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APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date