

**NAV 16      PACKAGING AND PRESERVATION**

<p>1. Are there documented procedures for Preservation, Packaging, Packing, Marking, Handling and Storage of the product?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>a. Do procedures ensure identification of products requiring special cleaning, packaging, labeling, handling or transportation requirements such as items with critical machined surfaces, electrostatic discharge sensitive items, or oxygen clean items?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>b. Do procedures adequately address these special requirements?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>c. Are these procedures being invoked as applicable?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>d. Are items with oxygen cleanliness or other special cleanliness requirements being packaged and/or handled? If yes please refer to NAV 13 Components/System Cleanliness for additional audit guidance</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>2. Are materials handling methods and equipment sufficient to prevent damage/deterioration to product before and after packaging?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>3. Are designated storage and packaging areas secure, dry and adequate to prevent degradation or pilferage of product pending shipment?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>a. Are methods for authorizing receipt and dispatch to and from these areas stipulated and properly applied as required by procedures/work instructions?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	

<p>b. Are there methods to keep unauthorized employees or visitors from gaining access to the storage and packaging areas?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>4. Does the supplier maintain a clean storage and packaging environment, keeping packaging materials and product free of harmful contaminants?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>5. Is there a checklist or process utilized to confirm prior to shipment that all contract Preservation, Packaging, Packing and Marking requirements have been met?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>6. Is there a process or procedure in place to ensure that the correct item and quantity is being packaged and shipped?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>7. Are procedures in place to monitor and maintain the integrity of product subject to Shelf Life Procedures, Hazardous Materials Regulations, and/or Special Cleaning?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>8. Is there documentation to indicate that periodic inspections are performed to ensure materials handling work instructions are adhered to?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	

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9. Does the supplier comply with all contract requirements for barrier, cushioning, and packaging materials, including environmental requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Are controls in effect to ensure compliance with all interior, intermediate and exterior container markings to include special markings, bar codes, MSL markings and RFID tagging etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Comments/Concerns: