# **NAV 16 PACKAGING AND PRESERVATION**

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| 1. Are there documented procedures for Preservation, Packaging, Packing, Marking, Handling and Storage of the product?

 | Yes No[ ]  [ ]  |
| * 1. 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?

 | Yes No[ ]  [ ]  |
| * 1. Do procedures adequately address these special requirements?

 | Yes No N/A[ ]  [ ]  [ ]  |
| * 1. Are these procedures being invoked as applicable?

 | Yes No[ ]  [ ]  |
| * 1. 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. | Yes No [ ]  [ ]  |
| 1. Are materials handling methods and equipment sufficient to prevent damage/deterioration to product before and after packaging?

 | Yes No[ ]  [ ]  |
| 1. Are designated storage and packaging areas secure, dry and adequate to prevent degradation or pilferage of product pending shipment?

 | Yes No[ ]  [ ]  |
| * 1. Are methods for authorizing receipt and dispatch to and from these areas stipulated and properly applied as required by procedures/work instructions?

 | Yes No[ ]  [ ]  |
| * 1. Are there methods to keep unauthorized employees or visitors from gaining access to the storage and packaging areas?

 | Yes No[ ]  [ ]  |
| 1. Does the supplier maintain a clean storage and packaging environment, keeping packaging materials and product free of harmful contaminants?

 | Yes No[ ]  [ ]  |
| 1. Is there a checklist or process utilized to confirm prior to shipment that all contract Preservation, Packaging, Packing and Marking requirements have been met?

 | Yes No[ ]  [ ]  |
| 1. Is there a process or procedure in place to ensure that the correct item and quantity is being packaged and shipped?

 | Yes No[ ]  [ ]  |
| 1. Are procedures in place to monitor and maintain the integrity of product subject to Shelf Life Procedures, Hazardous Materials Regulations, and/or Special Cleaning?

 | Yes No N/A[ ]  [ ]  [ ]  |
| 1. Is there documentation to indicate that periodic inspections are performed to ensure materials handling work instructions are adhered to?

 | Yes No[ ]  [ ]  |

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| 1. Does the supplier comply with all contract requirements for barrier, cushioning, and packaging materials, including environmental requirements?

 | Yes No[ ]  [ ]  |
| 1. 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 No[ ]  [ ]  |

Additional Comments/Concerns: