

## MIV Warehousing Services

### Warehouse Inspection Activities

Upon arrival at the MIV warehouse, all instrumentation will go through portions of the following procedure based on agreed upon steps:

- PS-1: Receiving
  - Shipments will be received, crates / boxes physically opened, and tags / instrument counts will be matched to the packing list to ensure full receipt of goods.
  - Visual inspection for obvious exterior physical damage.
  - Device ID confirmed.
  - Testing ID attached.
  - Record and upload a photo of each device.
  - Move goods into staging for PS-2.
- PS-2: Basic Inspection Per Data Sheet
  - The physical instrument will be compared against the following criteria from the IFP datasheet:
    - Tag Number
    - Instrument Size
    - Instrument Type
    - Material of Construction (MOC)
    - Connection sizes and ratings
    - Electrical type
    - Electrical rating
    - Port size and number
  - All inspection points that will be performed on the instrumentation will be submitted to Haskell after award for review and approval prior to beginning the work.
  - Instrument will be recorded as either passing the inspection or being marked with a nonconformance.
  - For passing instruments, physical tags to be signed noting the date and time of completion and move them into staging for PS-3.
  - Upon an instrument passing inspection, a metal tag with the relevant tag number will be adhered to the device. Tag number format and data will be submitted to Haskell after award for review and approval.
- PS-3: Pre-Commissioning
  - Perform configuration and file upload
  - Verify Input / Output configuration and document upload
  - Verify Failure Mode and document upload
  - Perform calibration / Verification NIST (where applicable) and document upload
  - QC check point and document update
  - All device testing points that will be performed on the instrumentation will be submitted to the client after award for review and approval prior to beginning the work.
  - Device will be recorded as either completing the above installation / testing / verification or marked with a nonconformance.



- For passing instruments, physical tags to be signed noting the date and time of completion and advance to PS-4.
- PS-4: Storage
  - Identify available storage location and record location name and grid space. This will be recorded on the physical tag as well as the reporting tool.
  - Instrument physically moved to storage space.
- PS-5: Shipment
  - Instruments will be pulled from physical storage location
  - Visual inspection will be performed to confirm no obvious external physical damage occurred during storage
  - Instruments will be prepped for shipment
  - QC inspection performed for readiness for shipment

## **Nonconformance**

- Resolution of all nonconformances will be the responsibility of the purchasing agent. MIV will provide the nonconformance details but will require the purchasing agent to work with the vendor to resolve, repair, or replace the instrument using their existing order / contract used to purchase the instrument. An exception will be made in the event physical damage is caused by MIV personnel in the MIV warehouse.
- All nonconformance instruments will be stored separately from the rest of the scope until resolved. Instruments will also be physically tagged and marked with an NCR number.
- MIV will assist in re-packaging instrumentation in the event the instrument to be shipped back to the vendor. All freight will be coordinated and responsible by the purchasing agent or supplier for pickup from the MIV warehouse.
- Upon resolution of the nonconformance, the nonconformance will be marked as resolved on the log, the instrument will have the nonconformance tag removed, and will re-enter the inspection process beginning at PS-2.