



**MCA-QP7550**  
**Previously MCA-P15.1**  
**Revision C**  
**26 February 2002**

**Maintenance Center, Albany**  
**Marine Corps Logistics Base, Albany, GA 31704-0325**

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## **MCA QUALITY PROCEDURE**

**CODE 884**

# **HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY**

### **SIGNATURE/APPROVAL**

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

\_\_\_\_\_  
(Signature on File)  
S. H. FOREMAN  
Commander, Maintenance Center, Albany

\_\_\_\_\_  
26 February 2002  
DATE

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		07 Dec 98	
Revision	A	30 June 00	Chgs due to Management Working Group
Revision	B	8 Sep 00	Page 6, paragraph 5, Quality Records. Remove "Material Storage Inspection Records" because these do not exist.
Revision	C	26 Feb 02	Transition ISO 9002:1994 to 9000:2000

### HANDLING, STORAGE, PACKAGING, PRESERVATION, AND DELIVERY

#### 1. SCOPE.

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) is applicable to all products processed through the MC under the control of the MCA Quality Manual (MCQM).

1.2 Purpose. This MQP establish methods, provides procedures, and specifies responsibility for the handling, storage, packaging, preservation, and delivery of material, parts, supplies, and equipment throughout the Maintenance Center.

1.3 Applicability. This MQP applies to all MCA organizational elements involved in the handling, storage, packaging, preservation and delivery of material, parts, supplies, and equipment throughout the Maintenance Center.

#### 2. APPLICABLE DOCUMENTS.

MCQM1000	Maintenance Centers Quality Manual
49 CFR	Code of Federal Regulations
DOD 4140.27-M	Shelf-Life Item Management Manual
MCO P4450.7E	Marine Corps Warehousing Manual
MCO P4030.36	Marine Corps Packaging Manual
MIL-STD-129M	Marking for Shipment and Storage
MIL-STD- 1367A	Packaging, Handling, Storage, and Transportability Program
NAVFAC P307	Management of Weight Handling Equipment

See MCA ISO WEB site for applicable documents

#### 3. DEFINITIONS.

See MCA-QP5500 Appendix A for definitions.

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4. PROCEDURE.

4.1 The Head, Production Management Department shall develop a systematic methodology for labeling and identification of all products and materials in the Maintenance Center.

4.2 The Material Storage and Handling System shall ensure that all material is stored in proper environments to avoid deterioration and/or degradation of products awaiting processing or having completed processing. Such examples are bare metals stored in areas to prevent rust, etc.

4.3 The Material Storage and Handling System shall also provide for visible and audible verification of “First In-First Out” for materials with perishable shelf lives. Examples are paints, chemicals, rubber products, etc.

4.4 The Material Storage and Handling System shall also provide for positive control and security of all products and materials.

NOTE: Radioactive material (RAM) shall be handled IAW MCA-QP7550.

4.5 All packaging and preservation will be in compliance with the Statement of Work and customer requirements.

4.5.1 Handling. Material, Equipment, and Parts shall be handled in such a manner as to not cause damage and preserve product integrity.

<u>Actionee</u>	<u>Action</u>
Production Management	4.5.1.1 Personnel will be trained in the proper techniques for the handling of special items (heavy items over 50 lbs, chemical, hazardous, radioactive material, etc.) to ensure their personal safety.
Production Management/ Trades Departments	4.5.1.2 Production Management/Trades shall have the responsibility of making all special moves, which requires specialized equipment, to include overhead cranes, 988 Cat, and 7 1/2 ton cranes.
All Departments	4.5.1.3 All movements shall be made by trained and designated personnel.
	4.5.1.4 Ensure personnel are trained and licensed on all required equipment.
	4.5.1.5 Shop/Section will be responsible for all internal shop moves of equipment, parts and supplies.
Engineering Department	4.6 <u>Stationary Lifting Equipment</u>
	4.6.1 Ensure the verification of weight limitations and safe load limits for all cranes and hooks. These items shall be verified and tested on a routine basis to comply with NAVFAC P307.
Production Management	4.6.2 Ensure verification of weight limitations and safe load limits for all slings.
	These items shall be verified and tested on a routine basis to comply with NAVFAC P307. This schedule shall be documented and published to all sections using these devices.

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- Production Management    4.7    Storage.
- 4.7.1    Ensure supplies maintained within the MCA are inspected, as required, to ensure serviceability, adequacy of preservation, and/or proper identification.
- 4.7.2    Ensure supplies should be stored to allow for ready access, in stock maintenance, stock rotation, and/or inventory.
- 4.7.3    Ensure designated storage area or stock rooms will be used to prevent damage or deterioration of product, pending use or delivery.
- 4.7.4    Ensure appropriate methods or methods for authorizing receipt to and dispatch from such areas are stipulated.
- 4.7.5    Ensure that assessments are made at appropriate intervals in order to detect deterioration.
- 4.7.6    Ensure proper delivery of all new stocks and supplies to designated shop or section.
- 4.7.7    Ensure parts and equipment in storage are clearly marked with their status as it pertains to conforming or nonconforming material.
- Production Management/  
Engineering Departments    4.8    Shelf Life. Shelf life items are those items of supply possessing deteriorative or unstable characteristics to the degree that storage time period must be assigned.
- 4.8.1    Ensure these items are managed per DOD 4140.27-M to minimize losses to the Government.
- 4.8.2    Ensure the Material Storage and Handling System provides for visible and audible verification of “First In - First Out” (FIFO) for materials with perishable shelf lives.
- Engineering Department    4.9    Storage and Issue of Hazardous Material. Hazardous material consists of explosives, flammables, corrosives, and radioactive materials, which because of their nature, present real or potential hazards to life and/or property and require special storage.
- 4.9.1    Ensure compliance with the procedures for the storage of hazardous material as outlined in MCO 4450.12.
- 4.9.2    Ensure all items are afforded the degree of protection required to assure serviceability at the time of use.
- 4.9.3    Ensure all items in storage, which are susceptible to corrosion and deterioration, are preserved and packaged to conform to the Level A requirements as outlined in MCO P4030.36.
- 4.9.4    Ensure hazardous materials and substances are identified in accordance with

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49 Code of Federal Regulations (CFR).

4.9.5 Ensure special storage area is provided for all hazardous materials.

4.9.6 Ensure the Material Storage and Handling System provides for visible and audible verification of “First In - First Out” (FIFO) for materials with perishable shelf lives.

Production Management 4.10 Packing.

Ensure all items are afforded the degree of protection required to assure serviceability at the using unit.

Trades Department 4.11 Preservation

Ensure all items, which are susceptible to corrosion and deterioration, are preserved and packaged to conform to the customer requirements and in accordance with MCO P4030.36.

Production Management 4.12 Delivery.

Ensure the protection of the product after final inspection, test, and/or preservation. Precaution should be exercised when handling equipment such as (Electric Static Discharge (ESD), hazardous, age sensitive, environmental, etc.).

5. NOTES. None.

6. DATA, FORMS, AND REPORTS. None.

7. QUALITY RECORDS. Quality Records shall be maintained in accordance with MCA-QP4240.

7.1 Weight Testing Reports/Records

7.2 Product Delivery Records

8. APPENDICIES, FLOW CHARTS. None