

	NUMBER SOP 15-001
STANDARD POLICIES AND PRACTICES	PAGE 1 OF 5
SUBJECT SHELF LIFE / AGE CONTROL ITEMS	EFFECTIVE DATE: May 15, 2014
	REVISES POLICY DATED: July 1, 2010
Management System Representative <i>Signature on File</i>	

1.0 PURPOSE

To establish a process for maintaining and controlling shelf life materials and age control of elastomer items.

2.0 POLICY STATEMENT

This Standard Operating Practice shall be executed to control materials subject to shelf life/age requirements and used in the manufacture of deliverable Eaton Industrial Corporation (EIC) products.

3.0 RESPONSIBILITIES

- 3.1 Purchasing personnel have the responsibility for flowing down requirements of this procedure to suppliers.
- 3.2 Suppliers have the responsibility to provide expiration date for all shelf life/age, temperature controlled materials per manufacturer recommendations or current industry standards and all other information required per this procedure.
- 3.3 Stockroom personnel have the responsibility for storage of shelf life and age controlled materials by expiration date, temperature, humidity and special handling instructions.
- 3.4 Assembly personnel are responsible for the production area storage of shelf life, temperature and age controlled materials and production area surveillance of these materials.
- 3.5 Quality/Receiving personnel have the responsibility for identification of shelf life, temperature and age controlled materials and providing the information to Stores/Assembly personnel.
- 3.6 Stockroom personnel are responsible for scrapping and removing expired shelf life controlled materials from the stockroom and inventory records.
- 3.7 Quality personnel are responsible for the maintenance of this procedure to ensure that all steps are adequate and clearly defined in accordance with current practices and established requirements.

Number SOP 15-001	Effective Date May 15, 2014	Revises Policy Dated July 1, 2010	Page Number 2 of 5
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4.0 APPROVAL REQUIREMENTS

Quality Systems Management shall approve all revisions to this Standard Operating Practice.

5.0 DEFINITIONS

- 5.1 Shelf life controlled material is a bonding, solder, potting compound, epoxy, adhesive, catalyst, lubricant, paint or ink subject to age. Shelf life control and recommended storage instructions are determined by manufacturer information.
- 5.2 Non-shelf life control material is any production material that does not have a manufacturer suggested expiration date. Examples are alcohol, soap, water, glass cleaner, solvent, petrolatum grease, hydraulic oil, light oil, etc.
- 5.3 Age controlled elastomer item is any part, sub or final assembly containing a part or material subject to deterioration due to storage environment or age.
- 5.4 Non-age controlled elastomer item is any part, sub or final assembly containing a part or material that does not deteriorate due to storage environment or age.
- 5.5 Temperature controlled material is any temperature, sensitive production material. This material must be stored within the temperature range specified by the manufacturer.

6.0 PROCEDURE

6.1 Purchasing Personnel

- 6.1.1 Recommended packaging, storage and expiration date of age controlled items in accordance with ARP 5316. A minimum of 75% shelf life remaining on age controlled items to be delivered to EIC.
- 6.1.2 Purchase orders are placed with instructions to suppliers of shelf life/age control items to provide the following information, as applicable:
- Part Number and Revision Letter
 - Manufacturers' Part Number
 - Manufacturers' Name and/or Identity Number
 - Rubber Class Designation
 - Date of Manufacture
 - Cure Date
 - Expiration Date - (If the shelf life/age control item is not controlled, provide that information also.)

Number SOP 15-001	Effective Date May 15, 2014	Revises Policy Dated July 1, 2010	Page Number 3 of 5
-----------------------------	---------------------------------------	---	------------------------------

- Batch or Lot Number
- Storage Temperature Information
- Special Handling Instructions

6.2 Quality/Receiving Personnel

6.2.1 Fill out a Shelf Life Label (Attachment A) for each container of controlled shelf life material with the following information, as applicable:

- Purchase Order Number
- Part Number and Revision
- Name of Item
- Date of Manufacture
- Batch or Lot Number
- Storage Temperature (Max/Min)
- Expiration Date
- Clock/Stamp Number of Authorized Personnel/Date

6.2.2 Attach completed shelf life label firmly on each container.

6.2.3 Cover each shelf life label completely with clear plastic tape, if applicable.

6.2.4 Enter Expiration Date in WDS Screen PO/4, line number 204. For controlled shelf life/age controlled items enter expiration date provided by suppliers. For uncontrolled shelf life/age control items enter the date "01-01-49", so these items can be sorted out of the monthly report to dispose of expired items. The expiration date will show on the printed stock ticket that goes to the stockroom for processing.

6.2.5 Provide cure date of elastomer items on stock ticket.

6.2.6 Shelf life material that has a temperature control requirement or notes a maximum storage temperature must be identified with a label similar to the one shown below:

TEMPERATURE CONTROLLED

6.3 Stockroom Personnel

6.3.1 Verify shelf life label or stock ticket contains all information.

6.3.2 Transfer expiration date information onto Stockroom label before stocking items.

**PRINTED DOCUMENT UNCONTROLLED
-VERIFY CURRENT PRIOR TO USE-**

Number SOP 15-001	Effective Date May 15, 2014	Revises Policy Dated July 1, 2010	Page Number 4 of 5
-----------------------------	---------------------------------------	---	------------------------------

- 6.3.3 Store materials per manufacturer or special handling instructions.
- 6.3.4 Store all material as required by the manufacturer that requires temperature control, including material identified with a maximum storage temperature. This material must be identified with a temperature controlled label. When material is found that has not been identified per this requirement, Stockroom Personnel are to immediately contact Quality or Receiving Personnel for correction.
- 6.3.5 Monitor thermometer and/or chart recorder and adjust refrigerator temperature so material is maintained per temperature limits specified by the manufacturer. Records of temperature monitoring will be maintained per QC-05.
- 6.3.6 Verify the refrigerator thermometer and/or chart recorder is within calibration requirements.
- 6.3.7 Run shelf life/age control focus report at least monthly and pull all items that are expired. A log of monthly audits with the following minimum information will be kept as a record:
 - Date of audit.
 - Initials of person who audited.
 - Part Number of items expired.
- 6.3.8 Expired items, or temperature sensitive items found to be exposed to temperature variation outside of limits as specified, will be:
 - Immediately disposed of and scrapped in WDS Screen Inv 7, using correct GL Account Number, Department Number and Cause/Defect Codes;
 - Identified with a reject tag per SOP 13-001 (if not previously done) to identify the materials as nonconforming and prevent unintended use pending placement in the bonded scrap materials area.
 - Stage identified nonconforming materials for placement in the bonded scrap holding area pending disposal.
- 6.3.9 When releasing age control items from stock, provide cure date and expiration date on work order.

6.4 Assembly Personnel

- 6.4.1 Store materials per manufacturer or special handling instructions.

Number SOP 15-001	Effective Date May 15, 2014	Revises Policy Dated July 1, 2010	Page Number 5 of 5
-----------------------------	---------------------------------------	---	------------------------------

- 6.4.2 Store all material in the refrigerator that has a temperature controlled requirement including material identified with a maximum storage temperature. This material must be identified with a temperature controlled label. When material is found that has not been identified per this requirement, Assembly Personnel are to immediately contact Quality or Receiving personnel for correction.
- 6.4.3 Monitor thermometer and adjust refrigerator temperature so materials are maintained per temperature limits specified on shelf life label.
- 6.4.4 Verify the thermometer in the refrigerator is within calibration requirements.
- 6.4.5 Verify expiration date of shelf life items stored in assembly area monthly. A log of monthly audits with the following minimum information will be kept as a record:
- Date of audit.
 - Initials of person who audited.
 - Part Number of items expired.
- 6.4.6 Verify expiration date of shelf life items before use. Identify materials found expired with a reject tag per SOP 13-001 to identify the materials as nonconforming and prevent unintended use pending placement in the bonded scrap materials area. Direct materials to Assembly Supervision for completion of scrap transaction in accordance with paragraph 6.3.8.
- 6.4.7 If shelf life labels are missing, obliterated, altered or not legible, give to Quality/Receiving personnel to make new labels.
- 6.4.8 If shelf life material is moved to another container, a new shelf life label and as applicable a temperature controlled label must be generated by Quality/Receiving personnel and attached to the new container.

Number SOP 15-001	Effective Date May 15, 2014	Revises Policy Dated July 1, 2010	Page Number Attachment A
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SHELF LIFE LABEL FACSIMILE

P.O. NO.....
PART NO.....
NAME.....
MFG DATE...../...../.....
BATCH NO..... LOT NO.....
STORAGE TEMP MAX.....TEMP MIN.....
EXPIRATION DATE...../...../.....
INSPECTOR STAMP/DATE.....

Number	Effective Date	Revises Policy Dated	Page Number
SOP 15-001	May 15, 2014	July 1, 2010	Attachment B

