



Rev. Level: 2  
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Approved by: Catherine Etz

## **RYMS SS 003 Supplier Shipping and Handling Requirements**

### **1.0 Purpose**

The purpose of this specification is to define the requirements of handling and packaging, of products sent to and from outsource suppliers that will prevent part damage from inadequate packaging.

### **2.0 Scope**

Outsource services shipping and handling practices of all products.

### **3.0 Responsibilities**

Procurement Manager  
Production Manager  
Logistics manager  
Shipping and receiving staff

### **4.0 Applicable Documents/Records**

Bill of Lading and or packing slip  
Training Records

### **5.0 Specification**

- 5.1 Suppliers shall be responsible for ensuring that RYMS products are packaged in such a manner that the product integrity is preserved without contamination. Corrosion must be prevented. There should be no part to part contact, no physical damage, and no deterioration or loss in transit.
- 5.2 Packaging, when specified, shall be in accordance with the customer-specified requirement. The supplier must ensure that the BOL/packing slip contains adequate identification to ensure the identity of the product being shipped. The supplier must ensure proper handling and shipping methods for product preservation and on-time delivery.
- 5.3 RYMS must be notified regarding any nonconforming product or packaging issues when received at the supplier location prior to services processed.
- 5.4 Suppliers are required to return parts after processing in the same packing material and/or packaging method sent to the vendor to ensure no part on part contact or part movement within the shipping container. Suppliers must

contact RYMS if packaging has been compromised in initial shipping. Alternative packaging must be approved prior to return shipping to RYMS.

- 5.5 Supplier acceptance of a Purchase Order confirms that this method of shipment is acceptable.
- 5.6 All supplier employees related to this procedure will be trained on this specification. Records shall be retained.

**6.0 Retention and Retrieval**

Suppliers are required to retain records for a minimum of (7) years.

Nonconforming incidents will require retrieval of supplier training records.

**Record of Revisions:**

Revision Date	Change Description	Sections Affected
12/19/17	Removal of review date from header	Header
2/15/2019	Reworded initial paragraph	5.1