



PCI Double Wall Receiving Procedure

Purpose

To ensure all incoming double wall packaged products are received in acceptable condition, properly inspected, and meet required vacuum standards before acceptance. This procedure applies to all personnel responsible for receiving PCI double wall packaged shipments.

Procedure

1. Pallet Inspection

- Upon arrival, visually inspect each pallet before unloading.
- Check for any visible signs of damage, including but not limited to:
 - Broken or cracked pallet boards
 - Crushed or dented containers
 - Tears, punctures, or compromised outer wrapping
 - Evidence of moisture, staining, or leakage (for adhesives)
- If any damage is observed, document it and note it on the BOL

2. Product Condition Verification

- Inspect all DW Components on each pallet for physical integrity
- Ensure packaging remains sealed and intact
- Confirm there are no visible defects that could compromise product quality

3. Vacuum Verification

- Verify that the vacuum gauges on all products are holding the same level of vacuum as when originally shipped. The original vacuum measurement can be found on a label/tag attached to each product
- If original vacuum levels are not holding, note it on the BOL (if possible) and confirm that each unit maintains a **minimum vacuum of 12 inHg upon arrival**

4. Non-Conformance Handling

- If any unit does not meet the minimum vacuum requirement (12 inHg):
 1. Perform the **Vacuum Test Procedure** according PCI guidelines.
 2. If the unit passes the vacuum test, document results and proceed with standard receiving.
 3. If the unit fails the vacuum test:
 - Segregate the affected product
 - Clearly label as **Hold / Do Not Use**
 - Immediately contact PCI for further instruction

5. Documentation

- Record inspection results and note any problems with the shipment on the BOL for each shipment, including:
 - Date of receipt
 - Number of pallets inspected
 - Condition of pallets and products
 - Vacuum readings (if applicable)
 - Any deviations or corrective actions taken

6. Final Acceptance

- Only accept product(s) into inventory once all inspection criteria have been successfully met
- Ensure all documentation is recorded properly and completely
- Contact PCI within 24 hours of receiving the shipment if there are any issues