26. Shipping and Handling	
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Policy Statement
This policy establishes guidelines and protocols for the handling, storage, and delivery of Class 3 medical devices in accordance with Health Canada's regulations and requirements. The purpose of this policy is to ensure that Class 3 medical devices are handled, stored, and delivered in a manner that preserves their quality, safety, and effectiveness throughout the supply chain.

Scope:
This policy applies to all employees, contractors, and authorized personnel involved in the handling, storage, and delivery of Class 3 medical devices within Dermal Distributors Outlet. It encompasses all activities related to receiving, inspection, storage, inventory management, packaging, labeling, and transportation.

Procedures:

Receiving and Inspection:
1. Upon receipt of Class 3 medical devices, a receiving and inspection process shall be implemented to verify the accuracy, integrity, and condition of the received items.

2. Incoming shipments shall be compared against purchase orders, invoices, or delivery notes to ensure that the correct devices, quantities, and specifications have been received.

3. Class 3 medical devices shall be inspected for any visible damage, tampering, or discrepancies, and appropriate actions shall be taken to address any issues identified.

Storage and Inventory Management:
1. Class 3 medical devices shall be stored in accordance with the manufacturer's instructions, applicable regulations, and best practices for temperature, humidity, lighting, and other relevant environmental conditions.

2. Adequate storage facilities and infrastructure shall be provided to ensure the proper segregation, organization, and protection of Class 3 medical devices.

3. Inventory management systems and procedures shall be implemented to track stock levels, expiration dates, lot numbers, and other relevant information to prevent the use of expired or compromised devices.

Handling and Packaging:
1. Class 3 medical devices shall be handled with care to prevent damage or contamination during storage, retrieval, and transport.

2. Proper handling techniques and equipment shall be used, such as gloves, sterile packaging, or other appropriate measures, to maintain the cleanliness and integrity of the devices.

3. Packaging materials used for Class 3 medical devices shall be suitable for the intended purpose, ensuring adequate protection and preventing damage during storage and transportation.

Labeling and Identification:

1. Class 3 medical devices shall be appropriately labeled and identified to ensure accurate tracking, traceability, and compliance with regulatory requirements.

2. Labels shall include essential information such as device name, lot number, expiration date, storage conditions, and any other relevant details as required by applicable regulations.

3. Labels and identification markings shall be clear, legible, and resistant to fading or damage during handling, storage, and transportation.

Transportation and Delivery:

1. Class 3 medical devices shall be transported and delivered in accordance with applicable transportation regulations, ensuring the preservation of their quality, safety, and sterility.

2. Transportation vehicles, containers, and packaging used for Class 3 medical devices shall be appropriate for the nature of the devices and provide adequate protection against physical damage, temperature variations, humidity, or any other factors that may compromise their integrity.

3. Delivery personnel shall be trained on the proper handling and storage of Class 3 medical devices and follow designated procedures to ensure timely and secure deliveries.

Quality Control and Monitoring:

1. Quality control measures shall be implemented to monitor the handling, storage, and delivery of Class 3 medical devices, including periodic inspections, temperature monitoring, or other suitable methods.

2. Records of handling, storage, and delivery conditions, including temperature logs, inspection reports, and any relevant documentation, shall be maintained as required by applicable regulations.

3. Nonconformities, deviations, or incidents related to the handling, storage, or delivery of Class 3 medical devices shall be promptly investigated, documented, and addressed according to established procedures.