**QUARANTINE POLICY:**

All quarantines will be guided by the Inventory Control Dept. The first employee who becomes aware of any reason to quarantine any product is required to inform the dept. via email at quarantine@4wheelparts.com. The first employee will usually be the buyer of that product line, whether Transamerican Manufacturing Group (TMG) or any other line.

The email from the **buyer/vendor** must tell us:

1. Has the product arrived yet (in stock vs. on the way, or both)?
2. Is the problem limited to one DC, or all inventory?
3. How will we recognize the problem?
	1. All are bad.
	2. Date code.
	3. Inspect for completeness.
	4. Inspect for visible defect.
4. What will we do with defective inventory?

The **Inventory Control Dept.** will determine the level of severity and take action accordingly.

1. Safety threat.
	1. Immediately move on hand inventory from new to warranty. This includes anything on invoice, transfers, or PO’s.
	2. Request TAP Data to change the part status to “Inactive”
	3. Notify sales team (call customers who have purchased the item in question)
2. Miss-boxed or incomplete.
	1. Move on hand inventory from new to warranty. This includes anything on invoice, transfer, or PO.
	2. Notify sales team of any items currently on invoice or transfer.
3. Packaging.
	1. Move available inventory from new to warranty.

The **Inventory Control Dept.** will forward all instructions to all concerned. This will include:

1. DC Receiving Depts.
	1. Parts are on the way
	2. A simple, external inspection (labels, date codes, package, etc.) is required.
2. Store Managers, Regional Managers, and Store Operations when the stores have inventory.
3. DC Return Depts.
	1. Inventory must be physically moved and inspected.
	2. Parts must be returned to the vendor.
	3. Parts must be refurbished, and then re-stocked.
	4. Parts must be field destroyed using existing policy “DC Procedure FDA – EWA yymm.docx”.
4. Follow up communication
	1. The Inventory Control Dept. will follow up with all locations within their region until completion.

The **Inventory Control Dept.** will update Isis as answers come in, and as decisions are made this will include:

1. Adjust from new or test & re-box to warranty immediately.
2. Adjust back to new if:
	1. Parts pass inspection.
	2. Parts get refurbished.

**Further issues to address:**

1. Inform vendors of RICM email.
2. How much does “Inactive” do?
	1. Add part to invoice?
	2. Close invoice?
	3. Add part to transfer?
		1. Manual
		2. POS
		3. CBO
		4. XBO
	4. Add part to P.O.?
	5. **Scan open invoice or transfer?**
	6. “TS” transfer?
	7. Receive transfer or P.O.?
3. Reimbursement from vendors
	1. $60 / hr per headcount (pending review)
	2. Bill on return P.O. with misc code
	3. Buyer to communicate with vendor
	4. AP dept. to take credit
4. Sean, Ken, & Mike A: Quality tracker program
5. Safety issues: verify physical destruction per current policy
6. Recall: legal requirements, include Darren.