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| **INTEGRATED SYSTEM PROCEDURE**  INVENTORY CONTROL |

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1. **Purpose**

The purpose of this Procedure is to:

1. Ensure the efficient movement of material and goods in line with organizations objectives and plans
2. Balance goals of meeting customer demand and minimizing costs
3. Provide a System and Instructions for effective inventory control meanwhile keeping in view the safety instructions
4. **Scope**

This procedure applies to all the stores/Warehouses of Bin Rasheed Colors & Chemicals & Pakistan coating chemicals.

1. **Responsibility**
2. The Data Entry Operator is responsible for entering all the data in SAP and generating reports as per requirements
3. The Store/Inventory staff designated by Store Manager is responsible for monitoring the movement of goods as they are transported from the External Provider and for the control of stock/inventory movement and it’s storage in the warehouse facility.
4. **Procedure** 
   1. **Space Layout**

The designated areas for Store/Warehouse with proper sorted areas for different materials should be identified. The space will be set aside for the following activities:

1. Material handling equipment maintenance and parking (e.g. weighing balance)
2. Area for garbage disposal e.g. empty packaging (waste yard section)
3. Area for keeping rejected goods, goods to be sent back or destroyed
4. Employee changing room
5. Washroom
   1. **Storage**

Storage procedures will be in consideration to the following:

1. Space for each type of product
2. Clearly marked pathways
3. Sufficient space for easy access to the stacks for inspecting, loading and unloading Stacks should be 1 Ft. from the walls and another Ft. between stacks
4. The maximum stacking height in one rack will be 2-3 feet below the ceiling.
5. Space for storage of cleaning material
   1. **Inventory Control**

The inventory control measurements will include:

1. Establish levels of operating stocks based on consumption/rate of usage.  The stock levels shall be reviewed from time to time depending on current needs
2. Ensure that weekly or monthly stock balances reports of each stock item and the total value are prepared
3. Maintain monthly stock usage report of each item kept in the store and the overall in the usage trend in last six months
4. Establish quantity, lead -time and availability of each item supplied on the market
5. **Associated Documented Information**
   1. Daily Stock Report of Raw Materials
   2. Daily Stock Report of Finished Goods

**Amendment History Record**

| **Revision Number** | **DCR Number** | **Section** | **Amended Text** |
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