1. **Purpose**

Purpose of this documented procedure is to establish criteria to generate and forward demand to procurement/import departments for the Raw materials use during daily production process to ensure smooth and nonstop production according to customer’s requirements

1. **Scope**

The procedure scope is to define responsibilities and procedures for departments and department person regarding to generate and follow up of the queries and demands for raw material purchase and arrival

1. **Responsibilities**

* Concerned production/ Lab department
* Store department
* Procurement / purchase department

1. **Operational Steps**

* MSL will be provided to store department by concerned production/Lab department.
* Store department will forward MSL to purchase/import department
* Concerned production/Lab departments take follow ups of given demands and queries and coordinate with import department.
* After material arrival store department will receive material according to mentioned identification and quantity and will prepare receiving documents via SAP
* Concerned lab department will take a sample of arrived material and will test is against the standard or any set/ mentioned properties

1. **Precautions**

* Production departments will revise their consumptions of materials by time to time to set and fix standard or near to standard MSL figure to avoid any shortage or wastage of material
* Store department should make sure about on time and regular intimations of falling in MSL materials to concerned production/lab departments to avoid any delay in material demand and arrival
* Store department will make sure about arrived material issuance not before but after QC department approval

1. **Associated Documents and Records**

(if any)