## Purpose

The purpose of this procedure is to develop alternative raw materials and to provide guidelines for reporting of Central R&D to CEO regarding all technical aspects of manufacturing departments of BRCC & PCC.

## Scope

This procedure is applicable to CRD & all techno commercial departments for sourcing, evaluation and ordering of new raw material.

## Procedure

The procedure includes coordination of Central R&D department with all techno commercial departments in following steps:

1. Requirement form of new samples of raw materials receives from respective department (both for new project development and for replacement of existing raw materials).
2. Developing the source for that particular raw material as per lab requirement, if already had not developed.
3. Taking sample of the raw material from the source (external provider) after settling the terms and conditions.
4. Directing samples towards respective departments for evaluation.
5. Collection of shared RM sample testing reports from concerning departments.
6. If the sample gets approved, then the reports are shared with the Purchase team to arrange the trial quantity for further testing or for future regular purchase.
7. If the sample rejects, then steps are repeated from 2.

## Responsibilities

1. Manager R&DC

## Reporting Chart

Following chart describes the reporting connection under discussion:

6. B Sample Rejected

5. Testing Result Results

1. Sample Request Form

2. Hunting for best supplier

**Supplier**

CRD

(Technical Matters)

**Lab**

4. Sample

3. Sample

6A. Sample Approved

**Purchase**

1. **Associated Documented information**

* RM Request Form

**Amendment History**

| **Revision Number** | **Section** | **Amended Text** |
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| **Prepared By** | **Reviewed By** | **Approved By** |
| **Head of Department** | **HR Manager** | **GM/MD/CEO** |
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