| **Department: Store Year:2022 Last Updated on:28.02.2022** | | | | |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1. | Accurate supply of materials to various production departments of the organization. We have 05 complaints in 2021 about late/wrong materials dispatch to production departments which is reduced to zero in this year 2022 | * Storing and preserving materials at proper and convenient places so that items could be easily located * Timely & accurately Issuance of materials to production department * Maintaining log of job card * 45 to 60 mints time is set for delivering of material at lines | shift incharges | 30.12.22 | Helpers | Continue |
| 2. | To protect materials from loss and wastage due to defective storage, stock difference value will be maintain under 0.5% | * The material should be stored in such a manner as to protect it against the risks of *pilferage, theft, fire, damage*, destruction and any other kind of loss | Mr.Awais Ramzan | 10.10.22 | Shift incharges + Helpers | Continue |
| 3. | To ensure timely/accurate & safe delivery of master batch to customer last year no customer complaint regarding late/wrong delivery we will maintain this tear same. | * Stock tie up with pvc strip * Vehicle fully covered with tarpaulin or covered vehicle used for delivery also we train our staff about safe loading & unloading | Mr.Fida Ahmad | 15.06.22 | Transport | Continue |
| 4. | To control cost of doing through reduce delivery freight, material pickup from local market we will reduce it from Rs 01/kg to Rs 0.90/- kg | * Daily proper rout management * Proper use of company fleet & train staff on cost reduction of deliveries | Mr.Fida Ahmad | 10.04.22 | Mr.Irfan Shahid | Continue |

Prepared By (HOD): Approved By (GM/MD/CEO):