



EMERALD RESILIENT TYRE MANUFACTURERS PVT. LTD.,  
79 & 80, Export Promotional Industrial park,  
SIPCOT Industrial complex,  
Gummidipoondi.

DOC NO : QP/ST /01  
ISSUE NO : 01  
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## QUALITY PROCEDURE MANUAL HANDLING, STORAGE, PACKING PRESERVATION & DELIVERY

### 1.0 PURPOSE:

The purpose of this system is to define the system for handling, storage and preservation of material / product.

### 2.0 SCOPE:

This procedure is applicable to the raw material, Finished goods and machine spares, Moulds.

### 3.0 RESPONSIBILITY:

Store in charge is the responsible for implementation of this system.

### 4.0 AUTHORITY:

This procedure is approved and authorized by CEO and can be amended only by him.

### 5.0 DEFINITIONS:

FIFO :First In First Out.

### 6.0 PROCEDURE:

#### 6.1 HANDLING:

6.1.1 Handling of material / product is done manually/using MHE (Material Handling Equipment).

6.1.2 All possible precautions and care are taken to handle the material / product to ensure the safety to material / product and handling personnel at all stage, i.e, loading and unloading, shifting from one place to other dept. during process, stacking, etc

#### 6.2 STORAGE:

6.2.1 Receipt of material.

6.2.2 Material is received at factory gate along with relevant documents.

6.2.3 Security officer enters such receipt in the "Inward Material Register" and stamps the document.

6.2.4 Stores keeper takes over the material and verifies the same against documents/ purchase order.

6.2.5 Store keeper prepares the Goods Received Note (GRN) through ERP system and send the sample to lab in charge for incoming material inspection.

6.2.6 Lab in charge approves the GRN in ERP system with his inspection results.

PREPARED BY

APPROVED BY

ISSUED BY


REVISION NO: 0

DEPT HEAD

CEO & JMD

Management  
Representative

REVISION DATE: --

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**6.3 STORAGE AND ISSUE:**

**6.3.1** Conforming material is taken in stock by store keeper and recorded in stock register(SAP).

**6.3.2** Material is issued to the user department against the EMRS through ERP(SAP).

**6.3.3** All materials / items are stored and protected against any damage, deterioration and misuse.

**6.3.4** Materials are stored at its identified area [after ensuring cleanliness.](#)

**6.4 INPROCESS AND FINAL PRODUCT STORAGE :**

**6.4.1** All FG passed products will be stored in the FG storage area with respect to the order

**6.4.2** Non confirming products are to be kept separately in the red tag area for technical disposal.

**6.4.3** All the rejected tyres to be identified by the bar code sticker before it left from the plant premises to scrap yard.

**6.4.4** Rejected tubes to be marked by the glass mark pencil and it has to be put it in the HDPE bag before sending to scrap yard

**6.5 PRESERVATION:**

**6.5.1** Items are kept properly to avoid damage.


**6.5.2** New product samples are preserved as approved sample.

**6.6 ITEMS SEND OUT SIDE FOR JOB WORK:**

**6.6.1** Returnable gate pass is prepared for items sent out for job work / repair / replace.

**6.6.2** Record of items send for job work is maintained as per the legal requirements of Govt. authorities.

<p align="center"><b>PREPARED BY</b></p>   <p align="center"><b>DEPT HEAD</b></p>	<p align="center"><b>APPROVED BY</b></p>   <p align="center"><b>CEO &amp; JMD</b></p>	<p align="center"><b>ISSUED BY</b></p>   <p align="center"><b>Management Representative</b></p>	<p align="center"><b>REVISION NO: 0</b></p>   <p align="center"><b>REVISION DATE: --</b></p>
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**6.6 PACKING:**

6.6.1 The packaging of finished goods are done as per the requirement of the customer.

**6.7 DELIVERY:**

10.1.1 The finished goods are delivered to the respective customer as desired by them, after completing all formalities. The shipment details are maintained.

10.1.2 Non-returnable gate pass is issued to materials sent out by the company.

**7.0 RECORDS:**

Gate pass returnable /non-returnable (FT/ST/07)

Inward gate register (FT/ST/08)

**8.0 REFERENCE:**

Bar code sticker

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