



	MKTG. / PRD	Activity	Responsibility
PLAN		Provide itemwise FG storage locations	Stores Incharge
	Forward Daily despatch plan	Receive finished goods from MFG dept.duly packed. Receive <u>daily despatch plan</u>	Store & Mfg.head
DO		Keep products in the designated area for dispatch, ensure proper labeling of items & Qty , details on the packing. When instructed by PM / DH ,dispatch the finished goods to respective customer location along with challan,invoice and final inspection report	Store & Mfg.head
CHECK		Conform delivery at customer place through <u>acknowledge copy of Invoice</u> .	Store Head
ACT		* Maintain <u>Daily dispatch record</u> . Prepare monthly <u>FG physical stock verification report</u> and note variance w.r.t. Stock Reg. in Focus . Initiate action as needed.	Store Head

Note - Underlined text above
indicates documents & records..

Rev. No : 1.1

Page: 1/1

Date : 1st July 2017

ISO 9001:2015 Clause :- 8.6

Approved by : MD

Issued by: M.R