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**Material Handling & Transportation**

**1. Introduction**

This document outlines procedures for the safe and efficient handling and transportation of materials within a food manufacturing facility (NIC Code 10101). Proper material handling practices are essential for preventing accidents, minimizing damage to products, and maintaining a safe and efficient work environment.

**2. Material Handling Equipment**

* Selection and Maintenance: Appropriate material handling equipment (e.g., forklifts, conveyors, pallet jacks) should be selected based on the type and weight of materials being handled. Regular maintenance and inspection of all equipment are critical for safety and efficiency.
* Operator Training: All operators of material handling equipment must receive comprehensive training and certification before operating any equipment. Regular refresher training should be provided.
* Safety Procedures: Strict safety procedures should be followed when operating material handling equipment, including the use of personal protective equipment (PPE) and adherence to speed limits.

**3. Transportation of Materials**

* Internal Transportation: Efficient internal transportation systems should be in place for the movement of materials within the facility. This may include conveyor systems, carts, or forklifts. Routes should be clearly marked and free from obstructions.
* External Transportation: External transportation of materials (e.g., delivery of raw materials, shipment of finished goods) should be managed through reliable and reputable transportation providers. Appropriate packaging and labeling should be used to protect materials during transit.
* Documentation: Detailed records of all material movements should be maintained, including the type of material, quantity, date, time, and transportation method.

**4. Safety Procedures**

* Personal Protective Equipment (PPE): Appropriate PPE should be worn at all times when handling materials, including safety shoes, gloves, and safety glasses.
* Safe Lifting Techniques: Proper lifting techniques should be taught and enforced to prevent injuries.
* Emergency Procedures: Emergency procedures should be in place to handle accidents or incidents involving material handling equipment or materials.

**5. Compliance Notes**

* Occupational Safety and Health Administration (OSHA): All material handling and transportation practices must comply with OSHA regulations regarding workplace safety.
* Transportation Regulations: Compliance with Department of Transportation (DOT) regulations is essential for the safe transportation of materials.

**6. Practical Guidelines**

* Regular Inspections: Regular inspections of material handling equipment and transportation routes should be conducted to identify and address potential hazards.
* Training Programs: Implement comprehensive training programs for all personnel involved in material handling and transportation.
* Hazard Assessments: Conduct regular hazard assessments to identify potential risks and implement preventive measures.

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