**Standard Operating Procedure**

**For Store**



**ODISHA MINING CORPORATION LTD.**

**KODINGAMALI BAUXITE MINE**



**Verified By**

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| **1. STORE LOCAL ISSUE PROTOCOL** |
| **Issue procedure:**   1. Respective area in-charges (GET, SUP. & FOREMAN) will provide requisition slip to store person 2. Required material to be verified/checked by store keeper whether it is available or not 3. If material found in warehouse, before giving store issuer will check for authorised signature in slip & take receive signature. 4. Material issue process complete. |
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| **2.** **STORE RECEIVING PROCEDURE** |
| 1. The Material Purchase Requisition (MPR) slip is prepared by the storekeeper as per the requirement of the site. 2. Then the MPR slip is forwarded to HOD and the Project Manager for approval. 3. The approved requisition slip is then provided to HO for the procurement process through e-mail. 4. HO team finalized the vendor & revert with PO copy, as well as vendor details. 5. The Material is sent by the vendor with the original tax invoice copy as per PO 6. The material detail is recorded in the inward register by Store I/C after material verification by the store I/C 7. After entry in the inward register, Store I/C creates a Material Receiving Note (MRN). 8. After MRN Approval from HOD & project manager original copy & e-mails of MRN sent to HO for further process. One Xerox copy is kept in store. 9. Site store stock inventory is then updated as per material coding in rack & the material receiving procedure completed. |
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| **3. AUTHORIZATION ENTRY PROTOCOL** |
| 1. No Entry is permitted in store without approval of the area in charge. 2. For un-known person coming to store, it is mandatory for him to record his entry in gate keeper (security) register and site in charge. 3. All non staff member of store shall mandatorily be accompanied by the store keeper or store in charge. |
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| **4. STORE HOUSEKEEPING PROTOCOL** |
| 1. The cleaning staff should ensured of proper PPE and adhere to the cleaning time. 2. It is mandatory to clean and check the housekeeping checklist. 3. The cleaning staff should follow the do and don’ts of the workshop and adhere to its standard. 4. Apart cleaning staff, the personnel working in the site should ensure of proper tagging, and follow 5S standard to arrange and keep tools, files and materials. 5. The disposal practice for waste oil, tyre, metal scraps, filter cloth should be used. |
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| **5. Control Of Documents** |
| 1. All the records are kept in respective register and file 2. The Register and File are coded as per the standard 3. All files are with the person responsible is maintained in a database 4. The Update of each file is recorded in store database 5. Files are kept in respective rack which are coded as per store standards 6. All documents are regularly updated and frequently inspected by the store I/C for any Non Compliance. |
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