

Do's & Don't for Raw & Packing Material Store**Do's**

1. To reply to all emails and queries of the processes & plant staff in minimal time period and response should be prompt.
2. To understand the departmental and general SOPs and work according to the SOPs and within specified time.
3. To maintain proper communication channel.
4. To maintain the records and documents as per the formats of SOP.
5. Maintain Cleanliness in all store.
6. Follow defined procedure for dispensing materials.
7. Chemicals, Plasticizers and packaging material keep on plastic pallets
8. Maintain FIFO/FEFO.
9. Rejected material keep under lock and key.
10. Stick approved sticker with AR number on all the container.
11. All MSDS Filed of chemical and plasticizers in raw material store.
12. Maintain inventory as per minimum / maximum level.
13. All information should be shared with Second In command by his / her Reporting manager so that information is known to both of them and Problems can be solved in the absence of reporting manager by Second In Command.
14. DTR, DAR & weekly tracker to be send timely basis.
15. Goal Submission to be done in timely manner.
16. Computer system shall be shut down and main power supplies switch off before leaving the office.
17. Lock the department before leaving.

Don't

1. DON'T use the internet for personal use.
2. Do not use company Email ID for personal use.
3. DON'T make personal phone calls(insignificant conversations that are not urgent)
4. Do not issue any material without work order as well as issue slip.
5. Do not received any material without purchase order
6. Do not keep material in store without de-dusting
7. Do not keep material loose/ open after dispensing .
8. Do not use rude or harsh behavior with colleagues, juniors and seniors.
9. Do not violate the rules and regulations of the organization.
10. Do not deviate any defined procedure .
11. Do not keep dispensing equipment without clean.
12. Do not over write stock ledger.

Prepared by:

Approved by: