

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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Title : Procedure for Shipping Import			

6.3 PROCEDURE FOR SHIPPING

6.3.1 PROCEDURE FOR SHIPPING IMPORT

Flow	Activity	Responsibility	Ref
<div>PLANNING</div>	1. Receiving of copies of shipping Document	Sourcing Dept	
	2. Checking arrival of vessel	Shipping Officer	
	3. Receiving original documents/shipping Guarantee	Sourcing Dept	
<div>DOCUMENT PREPARATION & PAYMENT</div>	1. Prepare customs Entry.		
	2. Getting approval for the Entry & make payment of custom Duty	Shipping Officer Wharf Clerk	
<div>TRANSPOTA TION TO FACTORY</div>	1. Pass an information to stores regarding goods. To be cleared.	Shipping Officer	
	2. Selecting a transporter.	Wharf Clerk	
	3. Handover the goods to stores.	„	
<div>DOCUMENT UPDATING</div>	1. Update the PO with shipping expenses		
	2. Pass the indenting file with shipping documents to finance document	Account Asst:	
<div>EVALUATION</div>	1. “ For free on Boat (FOB) imports, perform evaluation of shipping agent evaluation of shipping agent every six months and update evaluation analysis.	Asst:SH: Manager (Import)	SH-IM-WI-01 SH-IM-REC-01

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	