

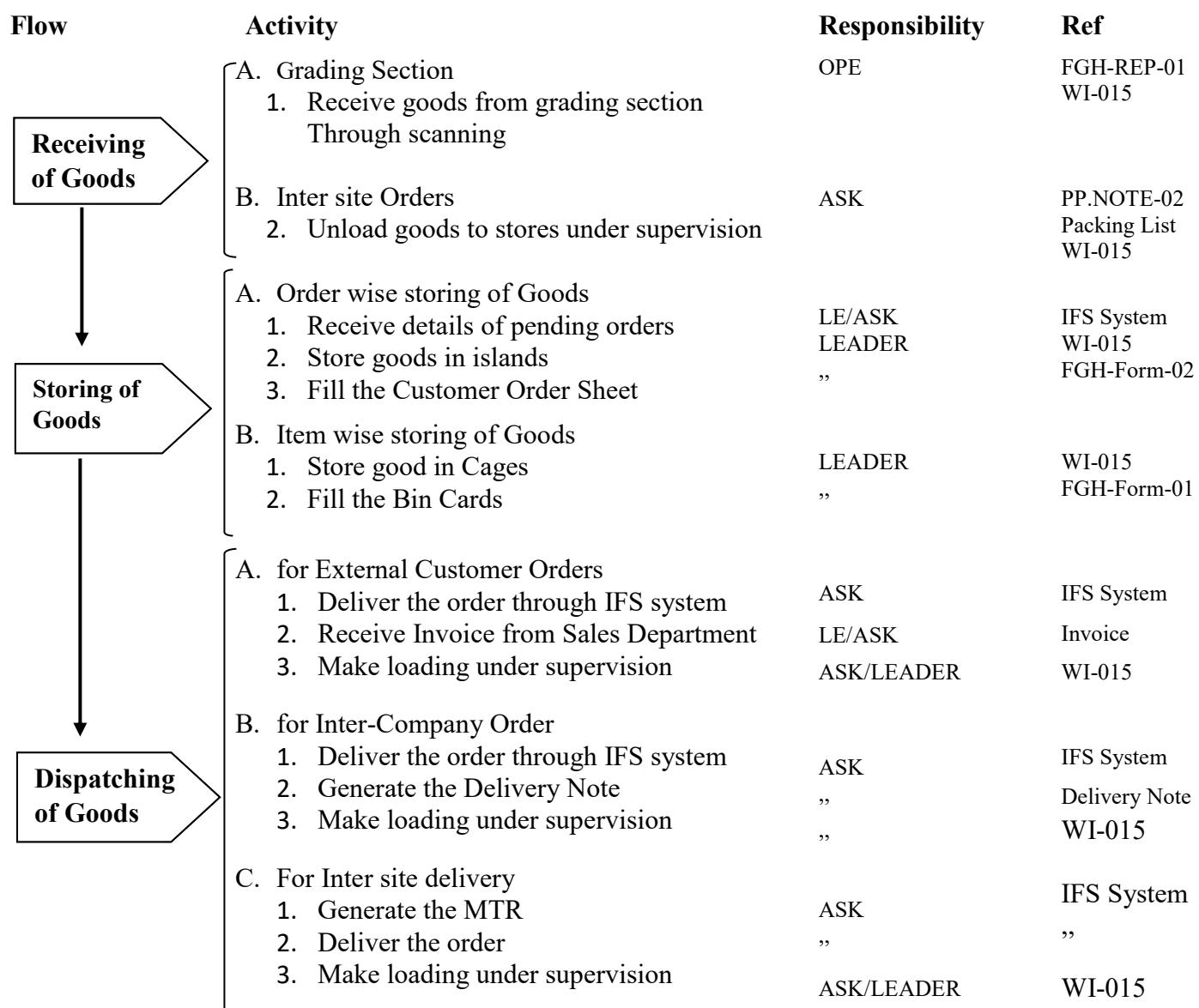
Title : Procedure for Logistic

9. PROCEDURE FOR HANDLING, STORAGE, PRESERVATION, PACKING AND DELIVERY**9.2.1) SCOPE**

This manual describes the procedures for operating finished goods warehouse and transport section.

9.2.2) RESPONSIBILITY

The Head of the transport is overall responsible. Functional responsibilities are identified under each activity given below.

9.2.3) PROCEDURE FOR LOGISTIC**9.2.3.a Procedures for Handling, Storing and Despatching of Finished Goods****a.1. Handling of Finished Goods- Local**

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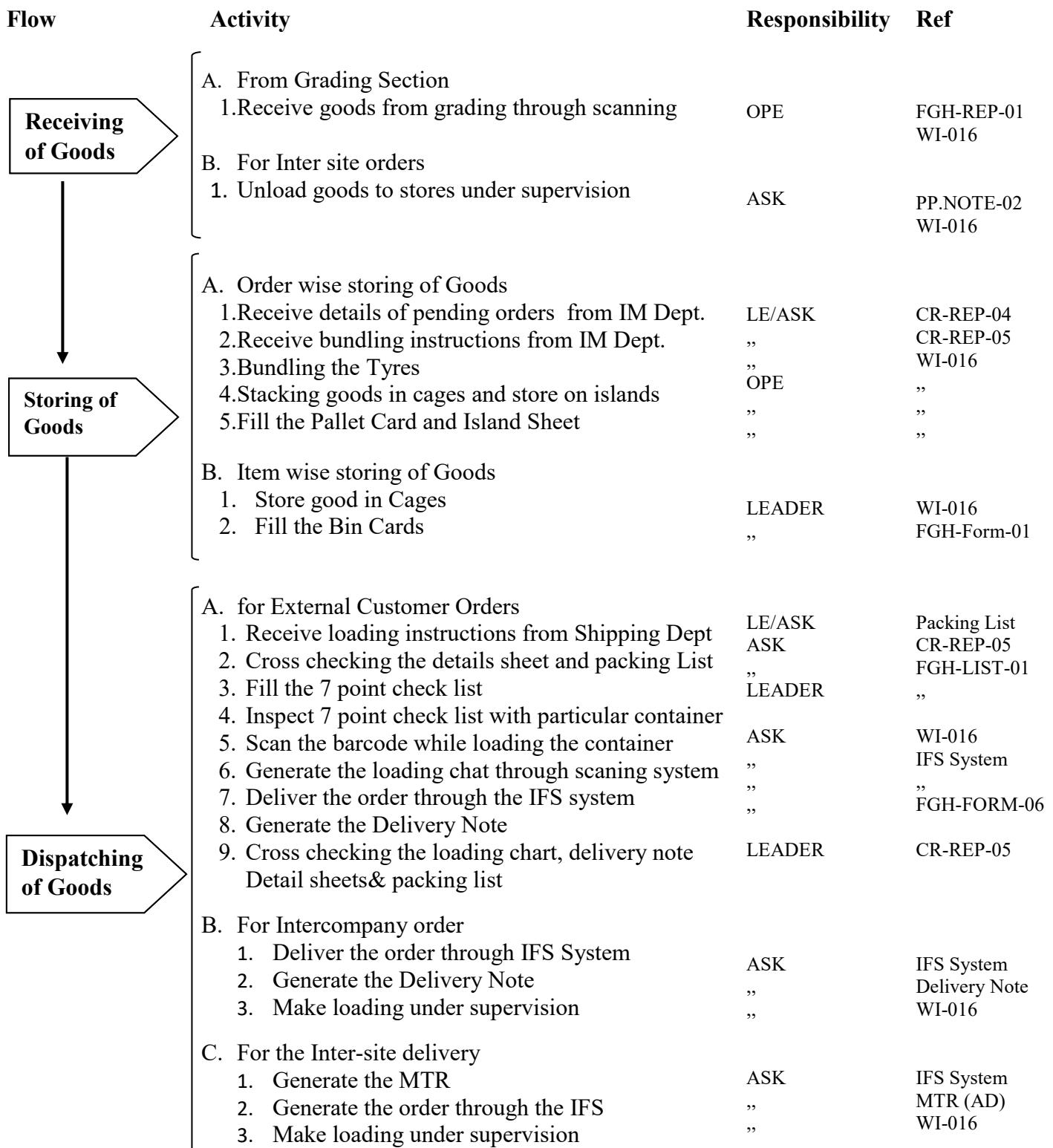
Signature of Management Representative

Date

SRI	ISO 9001: 2015 Quality Management System Quality Procedure Manual
Document No: SRI-QPM 009 (2)	 DSI Tyres®
Date Issued : 01/12/2018	Revision No :01
Revision date:01/10/2019	Page No : 2 of 3

Title : Procedure for Logistic

a.2 Handling of Finished Goods-Export



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Title : Procedure for Logistic

9.2.3.b Procedure for Transport

Flow	Activity	Responsibility	Ref
External Transport	<ul style="list-style-type: none"> 1. Receive delivery order from sales section through information system. 2. Prepare standard Finished good delivery schedule 3. According to TRP-SCHED-03, plan delivery 4. Assign drivers & helpers for deliveries 5. Deliver and obtain signature of recipient Maintain a file for schedules 	LEADER " " TA TA	TRP-SCHED-03 TRP-FILE-01
Internal Transport	<ul style="list-style-type: none"> 1. Receive transport schedules from planning dept through emails for internal transport <ul style="list-style-type: none"> i. Air bag / cellular tread ii. Tyres for grading iii. Compound iv. Out side mixing 		PC-SCHED-01 " " MH-SCHED-01
Maintenance of Vehicle	<ul style="list-style-type: none"> 1. Plan a vehicle maintenance schedule according to the mileage 2. Send vehicles to Samson Engineering/selected Service centres for services with a job sheet when vehicle reach scheduled mileage. 3. Receive advice of despatch from Samson engineering service after service 4. Maintain Records of maintenance 	LEADER TA TA TA	TRP-SCHED-01 AD TRP-FILE-03

Other Records

1. Fuel consumption per vehicle per month. (TRP-FILE-04)
2. Maintenance expenses per vehicles per month. (TRP-FILE-05)
3. Register of dates of revenue licence and insurance. (TRP-FILE-02)

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