

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 009 (1C)			Revision No :01
Date Issued: 03/04/2017 Revision date: 01/12/2019			Page No : 1 of 4
Title : Procedure for HSPPD			

## 9.0) PROCEDURE FOR HANDLING, STORAGE,PRESEVATION,PACKING AND DELIVERY

### 9.1) SCOPE

This manual describes the procedure for

- Acceptance, handling and storage of incoming material (raw material, chemicals oils and packing material)
- Issue of materials from stores
- Handling, packaging and dispatch of finished goods.

### 9.2) RESPONSIBILITY

The Asst Stores Manager is overall responsible. Functional responsibilities are identified under each activity given below.

### 9.3) INCOMMING MATERIAL

#### 9.4.1. Acceptance and storage procedure

Flow	Activity	Responsibility	Ref
<div>RECIVING MATERIAL</div>	1. Spot check of incoming rubber compound from SRI	ASK/QCA	WI-014
	2. Other material are received according to the dispatch note/packing list	ASK	„
	3. Collect samples for testing	QCA	
	4. Raise the GRN	ASK	IFS System
	5. Raise GRN for other materials	„	„
	6. Send copy to account section	„	WI-014
<div>STORAGE</div>	1. Store rubber compound & other materials in designated area.	ASK	WI-014
	2. Attach yellow cards to materials awaiting lab reports and follow storage instructions.	„	„
	3. Follow FIFO System	„	
<div>ACCEPTANCE</div>	1. Remove Yellow card	ASK	WI-014
	2. Attach green card (if test result is OK)	„	„
<div>REJECTIO</div>	1. Remove yellow cards	ASK	WI-014
	2. Attach red card (if test results are not Ok)	„	„
	3. Inform to supplier	ASM	„
	4. Return material to supplier	ASK	„
	5. Follow return procedure	„	„

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<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 009 (1C)			Revision No :01
Date Issued: 03/04/2017 Revision date: 01/12/2019			Page No : 2 of 4
Title : Procedure for HSPPD			

## 9.4.2 HANDLING AND PACKAGING

1. Some incoming materials are manually handled.
2. Some incoming materials are palletized
3. Liquid & oils are received from drums or cans
4. All materials are handled manually or by fork lift depending on the weight,

## 9.5 ISSUE OF MATERIALS

### 9.5.1 Issuing Material of the Factory

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">ORDERING</div> <div style="text-align: center; margin: 10px auto;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 10px auto;">ISSUING</div>	1. Receive material requisitions through IFS system from relevant department	ASM	IFS System
	1. Issuer material according to the IFS System	ASK	WI-014
	2. Follow Issuing Instruction	”	
	3. Record details	”	IFS System

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<h1 style="margin: 0;">SRI</h1>	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 009 (1C) Date Issued: 03/04/2017 Revision date: 01/12/2019		Revision No :01 Page No : 3 of 4

Title : Procedure for HSPPD

## 9.6 HANDLING PACKAGING AND DESPATCH OF FINISHED GOODS

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">RECEIVING GOODS</div> <div style="height: 50px; border-left: 1px solid black; border-right: 1px solid black; position: relative; margin: 10px auto;"> <div style="position: absolute; top: 0; left: 0; right: 0; height: 10px; background: linear-gradient(to bottom, transparent 49%, black 49%, black 51%, transparent 51%);"></div> </div>	1. Transport graded tyres to stores via conveyer	ASM	WI-015/WI-016
	2. Unloaded finish goods to stores	ASK	„
	3. Store material in racks	„	„
	4. Follow storage procedure	„	„
<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">PACKING</div> <div style="height: 50px; border-left: 1px solid black; border-right: 1px solid black; position: relative; margin: 10px auto;"> <div style="position: absolute; top: 0; left: 0; right: 0; height: 10px; background: linear-gradient(to bottom, transparent 49%, black 49%, black 51%, transparent 51%);"></div> </div>	1. Receive packing instructions from export department.	EM	WI-015/WI-016
	2. Follow packing instruction	„	„
	3. Follow storage instructions	„	„
<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">DESPATCH</div>	1. Prepare weekly shipment requirement report	ASM	Com Program
	2. Received shipping document from shipping export section	ASM/ASK	Packing List
	3. Follow the details sheet	„	CR-REP-05
	4. Fill the 7-point packing list	ASK	MH-LIST-01
	5. Inspect 7-point check list with the reticular container	ASM	„
	6. Scan the barcode while loading the container	ASK	FGH-FORM-06

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Document No: SRI-QPM 009 (1C) Date Issued: 03/04/2017 Revision date: 01/12/2019		Revision No :01 Page No : 4 of 4

Title : Procedure for HSPPD

## 9.7 PROCEDURE FOR PURCHASING OF SPAREPARTS AND DUNDRY ITEMS

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-90deg); transform-origin: left top;">RECEIVING MATERIALS</div>	1. Receive purchase requisition document from sections	ASK	IFS System
	2. Transfer more of them to purchasing division in SRI	”	”
	3. Raise purchase orders for some local items.	”	”

## 9.8. PROCEDURE FOR PURCHASING OF SPAREPARTS AND DUNDRY ITEMS

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-90deg); transform-origin: left top;">RECEIVING MATERIALS</div> ↓	1. Take over material with invoice	ASK	WI-014
	2. Store in temporary storage area	..	”
	3. Inform maintenance department for inspection of engineering items	”	”
	4. Raise GRN	”	IFS System
	5. Send copy of Account section	”	
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-90deg); transform-origin: left top;">STORAGE</div> ↓	1. If the inspection successful allocate code number for each material	ASK	WI-014
	2. Storage in designated area.	”	”
	3. If the test results are OK enter green tag and store designated area	”	”
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-90deg); transform-origin: left top;">ISSUING AND DOCUMENTATION</div> ↓	1. Receive requisition	ASK	IFS System
	2. Enter details to computer	”	WI-014
	3. Issue goods with material requesting through IFS system	”	IFS System
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-90deg); transform-origin: left top;">REJECTION</div>	1. If the lost are inform to supplier	ASK	WI-014
	2. Return goods with AD and collect credit note	”	”
	3. If the imported items, inform to department	”	”

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