

Title : Procedure for HSPPD

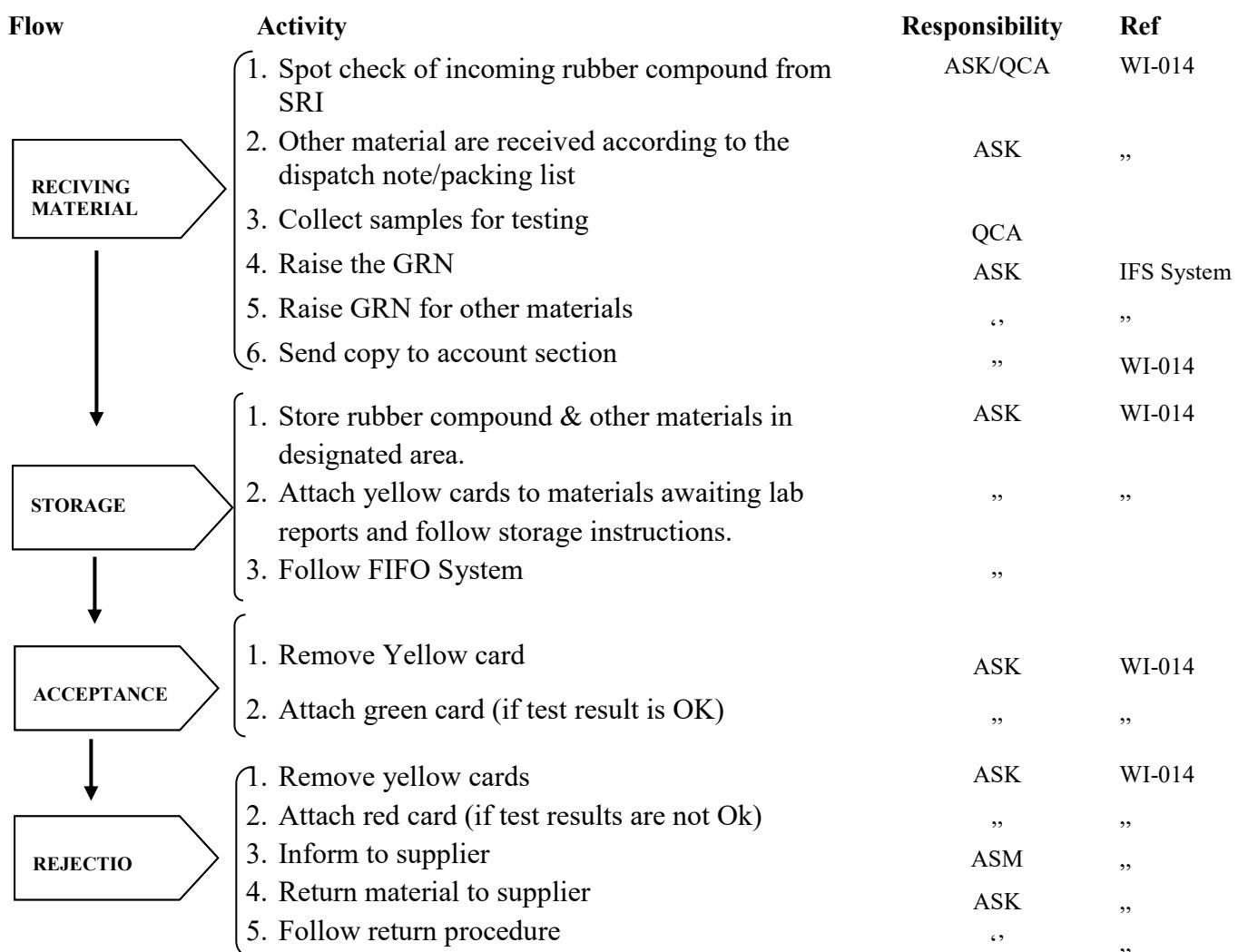
**9.0) PROCEDURE FOR HANDLING, STORAGE, PRESERVATION, PACKING AND DELIVERY****9.1) SCOPE**

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**

If MR signature is absent this will not be a controlled document.

Signature of Management Representative

Date

<b>SRI</b>	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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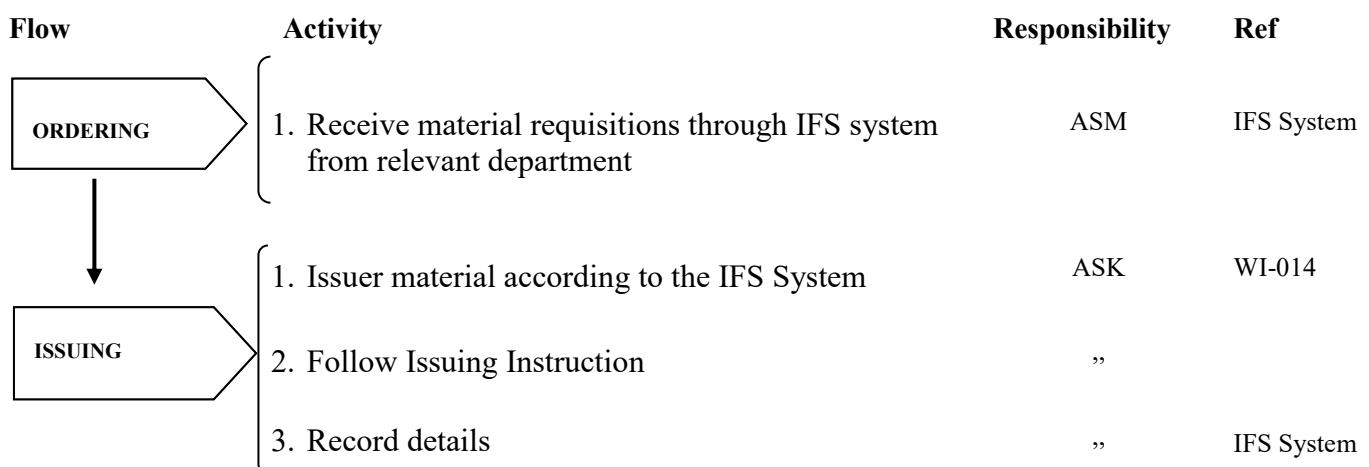
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#### 9.4.2 HANDLING AND PACKAGING

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

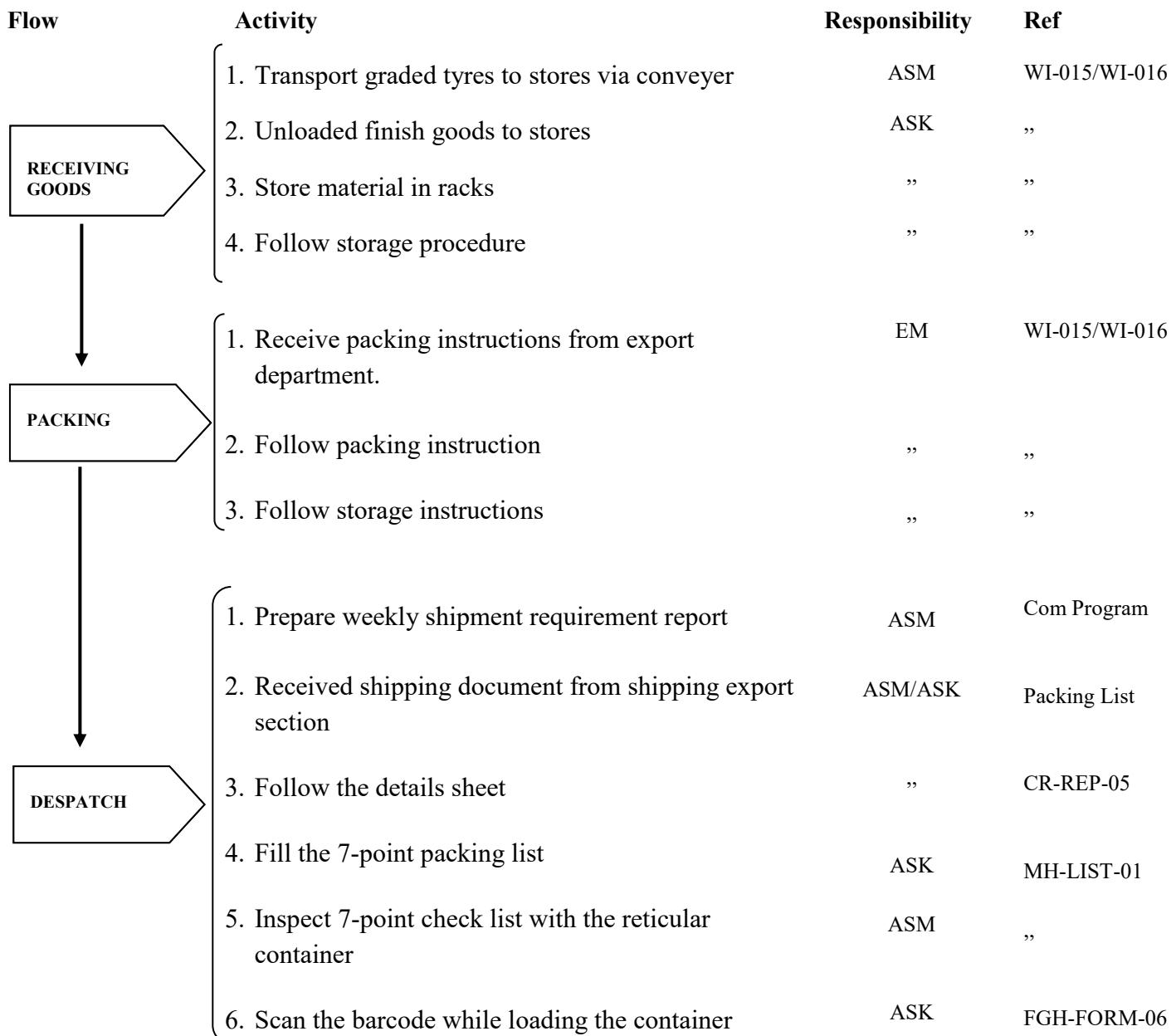
##### 9.5.1 *Issuing Material of the Factory*



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## 9.6 HANDLING PACKAGING AND DESPATCH OF FINISHED GOODS



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## 9.7 PROCEDURE FOR PURCHASING OF SPAREPARTS AND DUNDRY ITEMS

Flow	Activity	Responsibility	Ref
RECEIVING MATERIALS	1. Receive purchase requisition document from sections 2. Transfer more of them to purchasing division in SRI 3. Raise purchase orders for some local items.	ASK ,, ,,	IFS System ,, ,,

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

Flow	Activity	Responsibility	Ref
RECEIVING MATERIALS	1. Take over material with invoice 2. Store in temporary storage area 3. Inform maintenance department for inspection of engineering items 4. Raise GRN 5. Send copy of Account section	ASK ,, ,, ,, ,,	WI-014 ,, ,, IFS System ,,
STORAGE	1. If the inspection successful allocate code number for each material 2. Storage in designated area. 3. If the test results are OK enter green tag and store designated area	ASK ,, ,,	WI-014 ,, ,,
ISSUING AND DOCUMENTATION	1. Receive requisition 2. Enter details to computer 3. Issue goods with material requesting through IFS system	ASK ,, ,,	IFS System WI-014 IFS System
REJECTION	1. If the lost are inform to supplier 2. Return goods with AD and collect credit note 3. If the imported items, inform to department	ASK ,, ,,	WI-014 ,, ,,

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	Date	