

<b>SRI</b>	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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Title : General Procedure for Outside Mixing		

## **26.GENERAL PROCEDURE FOR OUT-SIDE MIXING OPERATION**

### **26.1 Purpose**

Outside mixing is performed externally (provided to External provider) due to various reasons like, capacity problems, Machine breakdown. This is for the Smooth flow of factory operations without any disturbance.

**26.2 Scope :** Factory and Out-side Mixing , Supply Chain Process

**26.3 Responsibility:** Detailed Below.

**26.4 Authority :** Director -Operations

### **26.5 Procedure**

1. Depending on the nature of the mixing requirement and it is necessary to define the agreed requirements, Outside mixing process capability, at the initial stage, for effective and efficient outside mixing operations
2. The procedure ensures that the management team will be, well prepared to deal with the procedural elements of the Outside mixing operation and be able to communicate quickly and efficiently with relevant external provider and relevant factory departments
3. Management team from Planning, Logistics, Mixing, Laboratory, COP is responsible for the Outside mixing operation for a smooth flow of the factory operation.
4. Process Steps

No	Steps	Authority	Document
4.1	Logistics department shall identify the available outside mixing operations and inform the planning, R&D and COP departments to evaluate the process capability of outside mixing operation.	HOD-Logistics	Email communication
4.2	The Planning Manager shall identify the requirement (Compound type and Volume) for mixing to be performed outside due to the capacity problem or major machine break down and communicate to the head of the logistics department for feasibility of outside mixing arrangement	HOD -Planning	Email communication

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	Date	

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4.3	Logistic department shall initiate the outside mixing evaluation process by informing R&D/COP department for the project approval. Logistic dept. will discuss the Prices and ad quantities	Head of Logistics Dept	Email communication
4.4	R&D Laboratory, COP and Mixing departments together shall make a plan to conduct a thorough assessment of the outside mixing, Including a trial production at out-side mixing location, for the assessment of conformity to requirements related to physical properties and business impact followed by risk mitigation actions and decide whether the outside mixing location is suitable for the continuation of the project. COP dept inform their assessment results to the planning and logistics department.	Senior technical Manager- Head of COP Head of Laboratory, Head of Mixing dept.	PC-CL-007-1 PC-CL-007-2
4.5	Logistic department shall obtain the approval from the Director to the price negotiated and make necessary arrangement to sign the Contract Agreement with the external provider of the outside mixing.	Head of Logistics Dept	Email
4.6	R&D department shall create a formula and obtain a Service provider ID (Supplier ID) form the Material stores-Logistics Dept., R&D department shall prepare an alternative BOM to the given supplier ID and make the BOM buildable for activation.	Head of Laboratory Head of COP	WI -039 COP –WI- 16
4.7	Planning dept, shall make the master plan considering the Internal mixer capacities, Additional requirement, tonnage, and approved compound types for outside mixing locations.	Head of Planning	Email
4.8	Planning dept shall prepare the weekly schedule, one week prior to the outside mixing and forward to the head of logistics for outside mixing arrangement.	Head of Planning	Email
4.9	Planning dept shall prepare the delivery schedule considering the approved batch weight for each location, maximum weight per pallet for respective mixing location, total pallet quantity per lot and stacking height.	Head of Planning	SRI QPM 07 (2) MH-SHED -01

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4.10	Material stores, Logistics Dept., shall make arrangement to issue the Material and chemical requirement to the weighing locations as per the PR received from planning	Head of Logistics Department	WI-025
4.11	Mixing department shall weigh the chemical requirement for the scheduled delivery and hand over to stores (Logistic department) for organizing the delivery arrangement with the polymer.	Head of Mixing Department	WI 017 -O
4.12	Logistics dept shall make necessary material delivery arrangement to the service provider location through Issue note generated from Material transfer note and manual AOD for chemical packs form the stores for the successful operation of the scheduled delivery according to the procedure for Handling ,storage , Reservation , Packing and delivery	Head of Logistics Department	SRI -QPM 009(2)
4.13	Logistics dept shall take the responsibility for obtaining the mixed compound, correct lots in order of FIFO and the relevant laboratory samples from the outside mixing location and safe delivery to the scheduled factory destination.	Head of Logistics Department	WI-026
4.13	Delivery Personnel of Logistics dept shall take the responsibility for unloading the compound lots at the correct factory stores as per the scheduled delivery and submit the laboratory samples to the mixing department at earliest possible time.	Head of Logistics	SRI QPM 009 (2)
4.14	Material stores at unloading factory location shall receive compound lot as per Raw material stores work instructions	Head of Logistics	WI -026
4.15	Mixing department shall prepare the E-Card and hand over the laboratory samples to the laboratory	Head of Mixing Department	E-Card
4.16	Laboratory shall conduct, applicable tastings to evaluate the conformity to inspection and testing criteria, according to the general inspection and testing procedure and Issue the test results through the e-card.	Head of Laboratory Department	SRI-QPM-8(1) E-Card

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4.17	COP Dept Shall physically observe and verify the received compound from the out-side location is correct compound type as per the delivery schedule and visual Quality of the palletized compound to ensure that the compound batches are not contaminated with impurities, water, and other physical materials such as wooden pieces, polythene and the laboratory test results	Senior technical Manager- Head of COP	SRI-QPM-8(2)
4.18	COP dept shall take the responsibility of approving the compound batches for production after the visual Quality verification and laboratory test results. If any compound lot or part of the lot is found to be non -compliance to the Visual Quality Criteria or Laboratory Test specifications, COP dept shall reject the lot or Part of the lot and communicate the details of non-conformity to Logistics Dept. Apply the procedure applicable to Non-Conforming Product.	Senior technical Manager- Head of COP	SRI –QPM-12
4.19	Logistics dept shall be responsible for informing the details of rejected lot to the relevant service provider of outside mixing and implement appropriate actions steps as per the agreement provisions in order to take necessary corrective actions or compensation actions.	Head of Logistics Department	Email
4.20	Logistics Dept shall conduct the general supplier evaluation periodically as specified in the supplier evaluation procedure. Of Logistics dept.	Head of Logistics Department	PP-WI 01

Reviewed by Asst GM –Planning and Operation

Approved by Director

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