

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 009(1a)			Revision No :02
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## 9.1 PROCEDURE FOR HANDLING, STORAGE, PRESERVATION

### 9.1.1 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.

### 9.1.2 RESPONSIBILITY

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

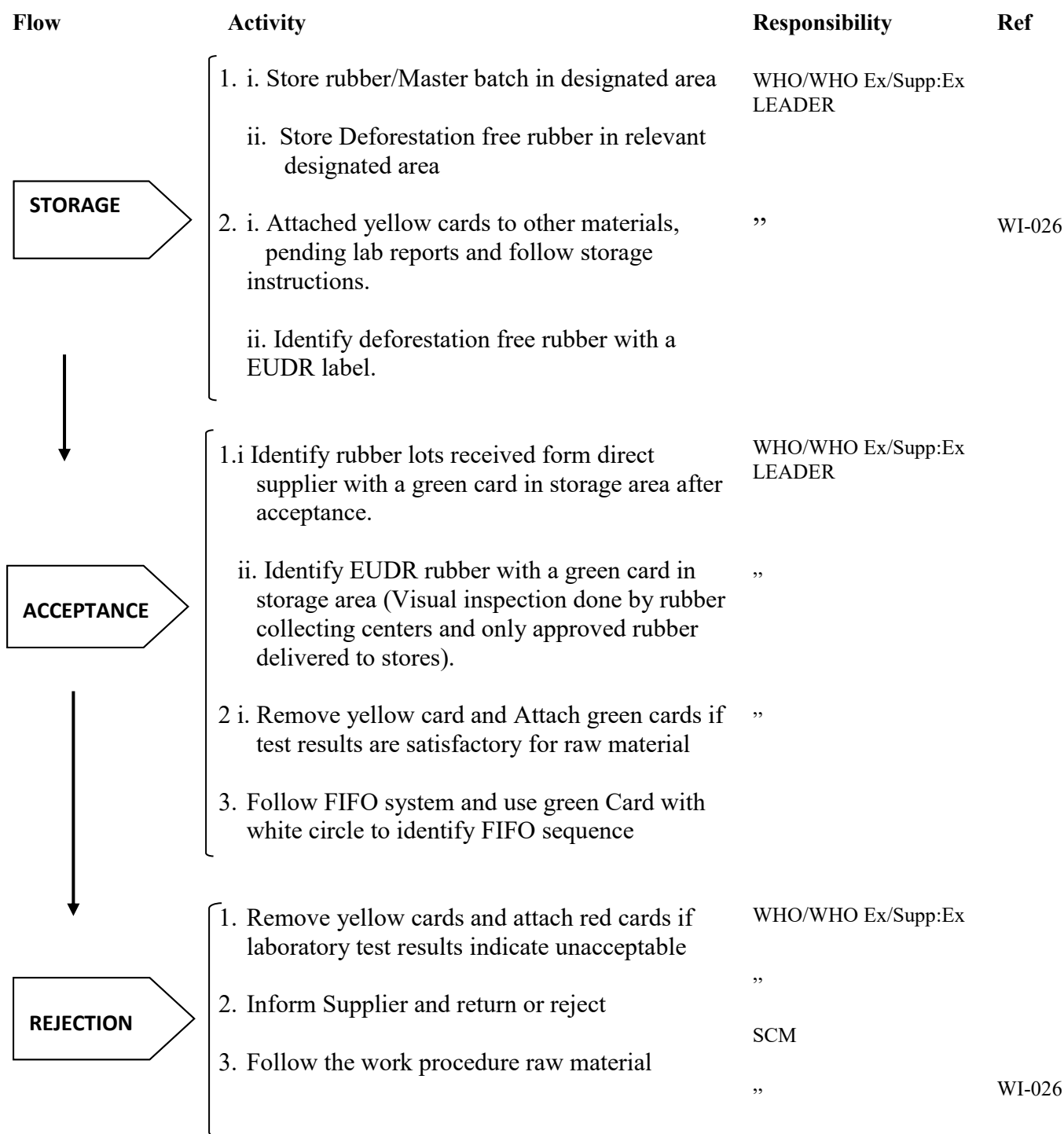
### 9.1.3 INCOMMING MATERIAL

#### 9.1.3.1 Acceptance and storage procedure

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">RECEIVING MATERIAL</div> <div style="border-left: 2px solid black; height: 150px; margin-left: 10px;"></div>	1. Receipt of rubber to raw material stores with AOD/Invoice 1.i.Receipt Deforestation free rubber (EUDR) with identification	QCA	IT FORM-VI
	2. Conduct Impurity check for rubber lots from direct suppliers. if unacceptable impurity level found, return the lot	”	”
	3. Receipt of Other material according to the dispatch note/ packing list.	WHO/WHO Ex/Supp:Ex	
	4. Collect sample for testing (other material)	QM/QCA	IT-WI-S-01 IT-FORM-01
	5. Raise GRN for All material	WHO/WHO Ex/Supp:Ex	PP-NOTE-01 IFS System
	6. Sent Copy to Relevant Section  <ul style="list-style-type: none"> <li>• 1<sup>st</sup> copy to supplier</li> <li>• 2<sup>nd</sup> copy to account section</li> <li>• Retain copy for reference</li> </ul>	”	

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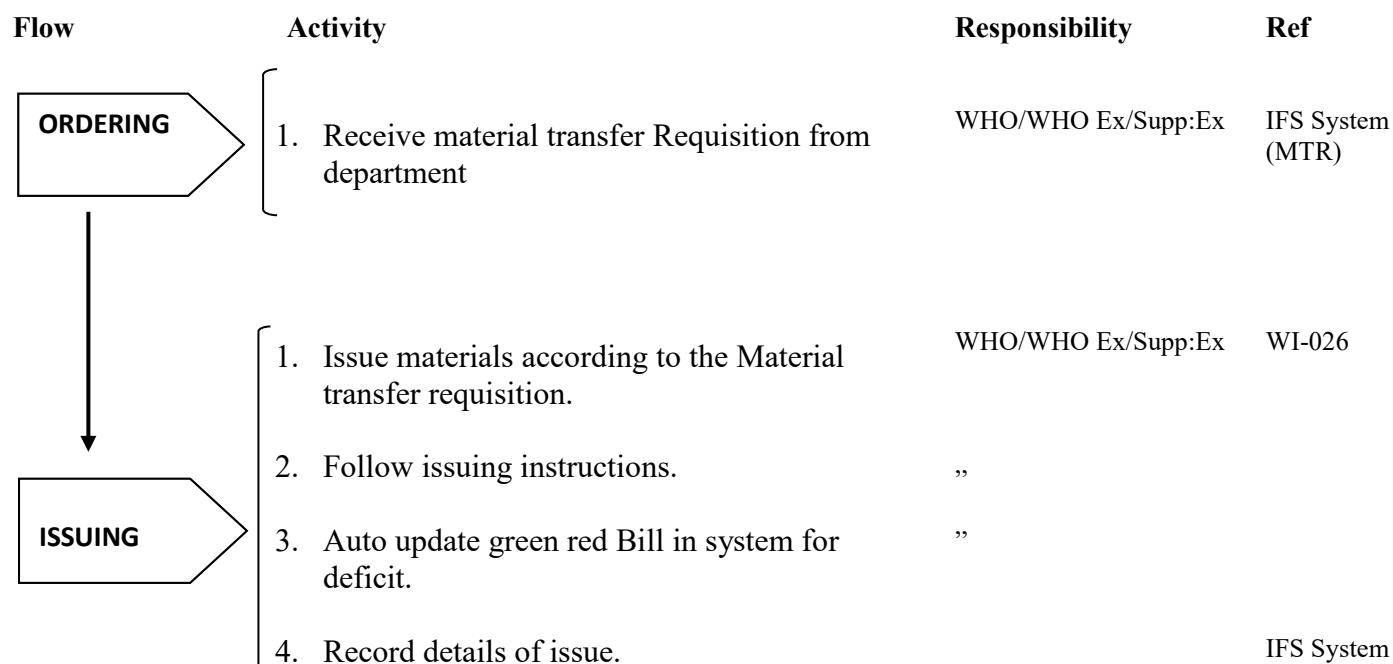
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### 9.1.3.2 Handling and packaging

1. Some incoming materials are manually handled
2. Some incoming materials are palletised
3. Pale crape is received in bales.
4. Rubber is received in bales or sheet
5. Chemicals are received from bag or pallets.
6. Oils re received from drums, cans & bulk tank
7. All materials are handled manually or use fork lift depending on the weight.

### 9.1.4 ISSUE OF MATERIALS

#### 9.1.4.1 Issuing materials to the factory



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**9.1.5. PROCEDURE FOR PURCHASING, STORAGE AND ISSUING OF PACKING MATERIALS AND SEMI FINISHED GOODS AND TUBE VALVES**

Flow	Activity	Responsibility	Ref
<div>PLANNING &amp; ORDERING</div>	1. Receive material consumption report from planning department (Forecast, Actual, Requirement)	WHO/WHO Ex/Supp:Ex	PC-MRP-02
	2. Calculate the required quantity.	„	PP-FORM-02A
	3. Raise purchase order to approved suppliers	„	PP-ORDER-01
<div>RECEIVING &amp; STORING</div>	1. Take over materials with invoice/ packing list Delivery note under supervisor of security guard.	WHO/WHO Ex/Supp:Ex	WI-025
	2. Raise GRN/RMA	„	PP/NOTE-01
	3. Enter yellow tags and inform laboratory to collect sample. (Only for Selected Items)	WHO/QCA	IT-WI-S-01
	4. If the test results are OK enter green tag and store designated area	„	IT-FORM-01
<div>ISSUING</div>	1. Receive requisition, purchase order (out side)	WHO/WHO Ex/Supp:Ex	System
	2. Enter details to computer	„	„
	3. Issue goods with issue note/AD/Delivery note	„	„
	4. Obtain endorsement from each section managers	„	„
<div>REJECTION</div>	1. If the lots are not approved insert red tag	WHO/WHO Ex/Supp:Ex	WI-025
	2. Inform to supplier	„	
	3. Return good with AOD to supplier. for collect credit note or get replacement.	„	System
	4. If it is imported item, inform to import department.		

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### 9.1.6 PROCEDURE FOR HANDLING AND ISSUING OF SPARE PARTS AND SUNDRY ITEMS.

Flow	Activity	Responsibility	Ref
<div>RECVING MATERIALS</div>	1. Take over material with invoice under supervision of security department	WHO/WHO Ex/Supp:Ex	WI-014
	2. Store in temporary storage area.	„	
	3. Inform maintenance department for inspection of engineering items	„	
	4. Raise GRN	„	PP-NOTE-01
<div>STORAGE</div>	1. If the inspection is successful allocate code number for each material	WHO/WHO Ex/Supp:Ex	WI-014
	2. Storage in designated area.	„	„
<div>ISSUING AND DOCUMENTATION</div>	1. Receive requisition	WHO/WHO Ex/Supp:Ex	System
	2. Enter details to computer	„	
	3. Issue goods with issue note/AOD/Delivery note	„	
	4. Get the endorsement from each section manager.	„	System
	5. Get approval from SM and send original invoice and GRN to account department for payment	„	
<div>REJECTION</div>	1. If the lots are inform to supplier	WHO/WHO Ex/Supp:Ex	WI-014
	2. Return goods with AOD and collect credit note	„	„
	3. If it is imported item, inform to import department	„	„

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