

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 009 (2)			Revision No :01
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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

Flow	Activity	Responsibility	Ref
<div>Receiving of Goods</div>	A. Grading Section 1. Receive goods from grading section Through scanning	OPE	FGH-REP-01 WI-015
	B. Inter site Orders 2. Unload goods to stores under supervision	ASK	PP.NOTE-02 Packing List WI-015
<div>Storing of Goods</div>	A. Order wise storing of Goods 1. Receive details of pending orders 2. Store goods in islands 3. Fill the Customer Order Sheet	LE/ASK LEADER "	IFS System WI-015 FGH-Form-02
	B. Item wise storing of Goods 1. Store good in Cages 2. Fill the Bin Cards	LEADER "	WI-015 FGH-Form-01
<div>Dispatching of Goods</div>	A. for External Customer Orders 1. Deliver the order through IFS system 2. Receive Invoice from Sales Department 3. Make loading under supervision	ASK LE/ASK ASK/LEADER	IFS System Invoice WI-015
	B. for Inter-Company Order 1. Deliver the order through IFS system 2. Generate the Delivery Note 3. Make loading under supervision	ASK " "	IFS System Delivery Note WI-015
	C. For Inter site delivery 1. Generate the MTR 2. Deliver the order 3. Make loading under supervision	ASK " ASK/LEADER	IFS System " WI-015

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a.2 Handling of Finished Goods-Export

Flow	Activity	Responsibility	Ref
<div>Receiving of Goods</div>	A. From Grading Section		
	1.Receive goods from grading through scanning	OPE	FGH-REP-01 WI-016
<div>Storing of Goods</div>	B. For Inter site orders		
	1. Unload goods to stores under supervision	ASK	PP.NOTE-02 WI-016
	A. Order wise storing of Goods		
	1.Receive details of pending orders from IM Dept.	LE/ASK	CR-REP-04
	2.Receive bundling instructions from IM Dept.	„	CR-REP-05
	3.Bundling the Tyres	„	WI-016
	4.Stacking goods in cages and store on islands	OPE	„
	5.Fill the Pallet Card and Island Sheet	„	„
	„	„	„
	B. Item wise storing of Goods		
<div>Dispatching of Goods</div>	1. Store good in Cages	LEADER	WI-016
	2. Fill the Bin Cards	„	FGH-Form-01
	A. for External Customer Orders		
	1. Receive loading instructions from Shipping Dept	LE/ASK	Packing List
	2. Cross checking the details sheet and packing List	ASK	CR-REP-05
	3. Fill the 7 point check list	„	FGH-LIST-01
	4. Inspect 7 point check list with particular container	LEADER	„
	5. Scan the barcode while loading the container	ASK	WI-016
	6. Generate the loading chat through scanning system	„	IFS System
	7. Deliver the order through the IFS system	„	„
	8. Generate the Delivery Note	„	FGH-FORM-06
	9. Cross checking the loading chart, delivery note Detail sheets& packing list	LEADER	CR-REP-05
	B. For Intercompany order		
	1. Deliver the order through IFS System	ASK	IFS System
	2. Generate the Delivery Note	„	Delivery Note
	3. Make loading under supervision	„	WI-016
	C. For the Inter-site delivery		
	1. Generate the MTR	ASK	IFS System
	2. Generate the order through the IFS	„	MTR (AD)
	3. Make loading under supervision	„	WI-016

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9.2.3.b Procedure for Transport

Flow	Activity	Responsibility	Ref
<div>External Transport</div>	1. Receive delivery order from sales section through information system.	LEADER	
	2. Prepare standard Finished good delivery schedule	”	TRP-SCHED-03
	3. According to TRP-SCHED-03, plan delivery	”	
	4. Assign drivers & helpers for deliveries	TA	
	5. Deliver and obtain signature of recipient Maintain a file for schedules	TA	TRP-FILE-01
<div>Internal Transport</div>	1. Receive transport schedules from planning dept through emails for internal transport		
	i. Air bag / cellular tread		PC-SCHED-01
	ii. Tyres for grading		”
	iii. Compound		”
	iv. Out side mixing		MH-SCHED-01
<div>Maintenance of Vehicle</div>	1. Plan a vehicle maintenance schedule according to the mileage	LEADER	TRP-SCHED-01
	2. Send vehicles to Samson Engineering/selected Service centres for services with a job sheet when vehicle reach scheduled mileage.	TA	
	3. Receive advice of despatch from Samson engineering service after service	TA	AD
	4. Maintain Records of maintenance	TA	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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