

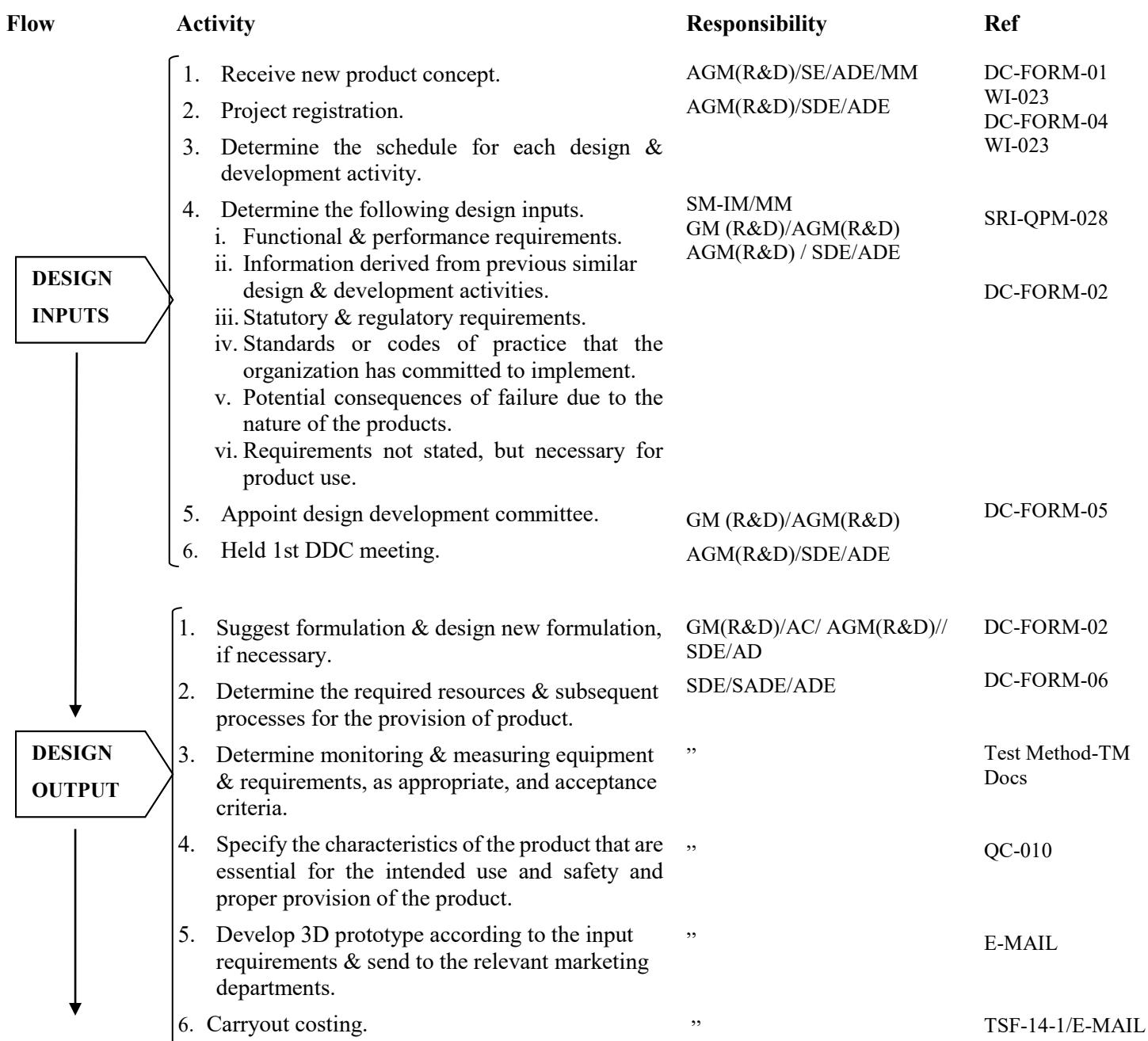
Title :Procedure for Design & Development of Product

5.0 PROCEDURE FOR DESIGN & DEVELOPMENT OF PRODUCT**5.1 Scope**

This section of the manual describes procedure of designing of new formulations and products which is a continuous activity of the company either to develop the existing products or completely a new product.

5.2 RESPONSIBILITY

The General Manager (Research and Development) is overall responsible. All works connected with Design & Development is done by Design & Development Committee approved by General Manager (R&D).

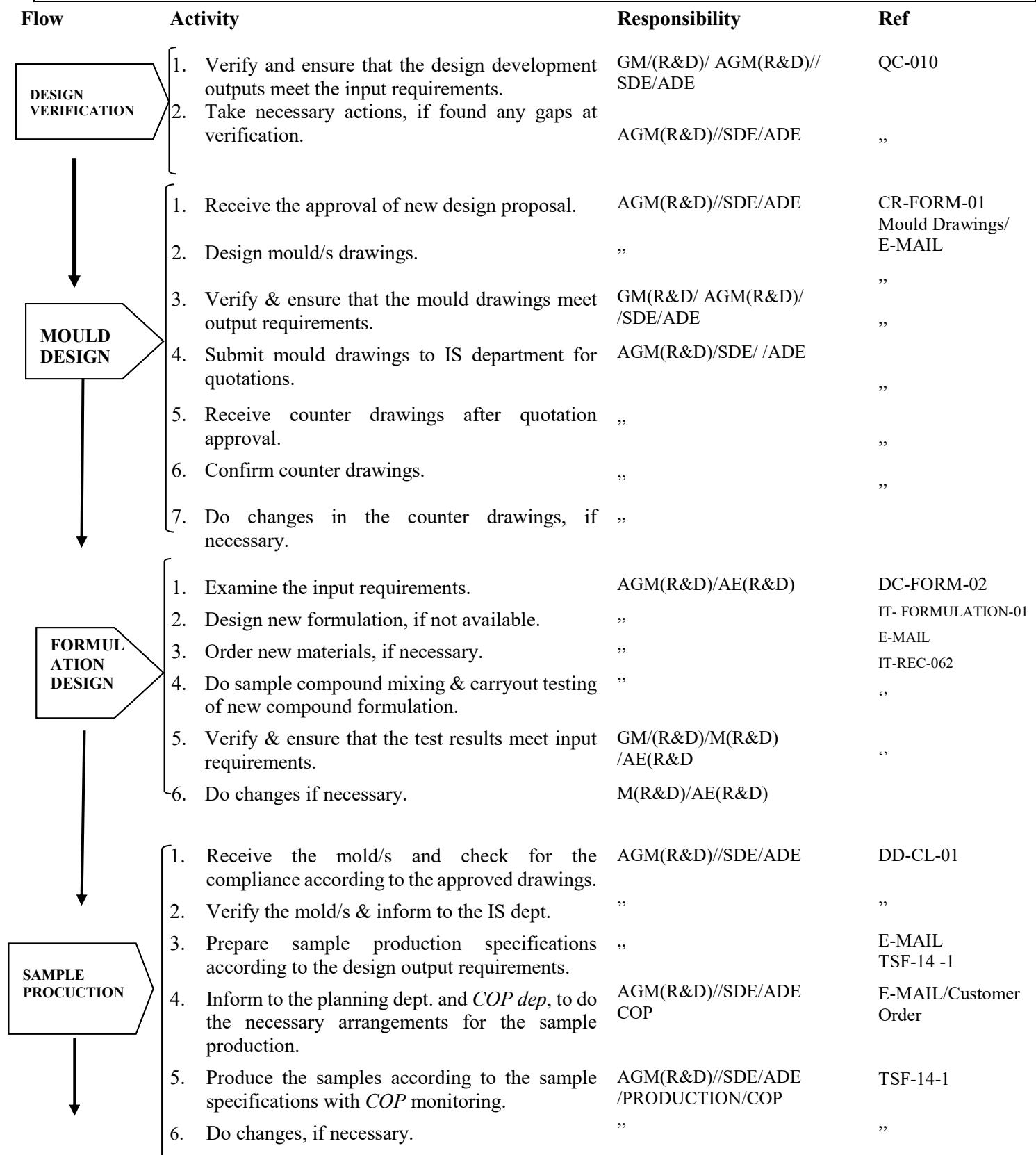
5.3 PROCEDURE FOR DESIGN

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Signature of Management Representative

Date

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Flow	Activity	Responsibility	Ref
↓	1. Identify the samples accurately with COP for collection of samples produced.	AGM(R&D)//SADE/ADE/STM COP	SP-FORM-02
PRODUCTION VALIDATION	2. Hand over product samples to the laboratory for testing and field tests.	”	IT-REC-13 A
	3. Hand over product samples to the relevant marketing dept with SP-FORM -02:	”	SP-FORM-02/ IT-REC-13A
	4. Get the test results of internal/external/field tests.	GM/(R&D)/	
	5. Ensure that the product meets the requirements established for the specified application or intended use.	AGM(R&D)//SDE/ADE	SRI/RRB/16/01/Test Reports
↓	1. Prepare trial production specification according to the sample production.	SDE/SADE/ADE	” TSF-14-1s
TRAIL PRODUCTION	2. Inform to the planning dept: to do the necessary arrangements for the trial production.	SDE/SADE/ADE/ COP/Production	E-MAIL/ Customer Order
	3. Do the trial production according to the trial production specifications.	”	TSF-14-1/ Grading Reports
	4. Do changes, if necessary.	”	TSF- 14-1
↓	1. Prepare pilot production specification according to the trial production.	SDE/SADE/ADE	TSF-14-1
PILOT PRODUCTION	2. Handover to COP dept: to do pilot production.	COP/Production	”
	3. Do changes, if necessary.	”	”
↓	1. Issue monitoring specification based on the approval of the pilot production.	AGM(R&D)//SDE/ADE	TSF -14-1
COMMERCIAL PRODUCTION	2. Handover to COP dept: to do monitoring production.	COP/Production	”
	3. Issue permanent specification.	GM/(R&D)/ AGM(R&D)// SDE/ADE	”
↓	1. Receive requisition for the design change/s.	”	DC-FORM-01/ E-MAIL/ MEETING MINUTES DC-FORM-02
DESIGN CHNGERS	2. Identify & review the requested change & the requirements to the relevant product.	”	
	3. Do the requested change/s or any other change/s to meet the requirement of the above change	”	
	4. Review the results after the change/s & validate the results.	GM(R&D)/ AGM(R&D)// SDE/ADE	IT-REC-13A SRI/RRB/16/1

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