



Guidelines for Semi Finish Material Receipt (BWL-II)

ISD-FC-13b



RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

1

MAP-ID VEHICLE REPORTING ON MATERIAL GATE.
(Security have entered vehicle reporting time in register)

Security supervisor

Continuously

2

SYSTEM IN-WARDING & MANUAL IN-WARDING.
(During system in-warding security will ensure **Q Gate check list** report have attached with documents & material.

Security Supervisor

Continuously

3

RECEIPT INCHARGE CHECK GATE ENTRY IN SYSTEM AND ALLOW TO VEHICLE MOVE ON DOCK.
(Receipt Incharge check gate entry in SAP and allow to security for vehicle move on unloading dock)

Receipt Incharge

Continuously

4

MATERIAL UNLOAD AND VERIFICATION WITH DOCUMENTS.

- a) Check Materials condition rust & dust as well as packing standard.
- b) Check **Q gate check list**, lot control sheet, original Invoice.
- c) Quantity verify as per mention quantity on J1 bin.

Receipt Incharge

Continuously

5

MATERIAL SHIFTED IN OK MATERIAL STORAGE LOCATION.
Semi finish material directly move in **OK** location after ensure **Q Gate check list**, **Lot control sheet**.

Receipt Incharge

Continuously

6

GRN PREPARATION.
After physical verification and given acknowledgment, GRN made by Stores data operator)

Receipt Incharge

Continuously

7

BATCH SPLIT TAG ATTACHED WITH LOT.
After storage material in OK area batch split and paste with every lot control sheet which attached with material.

Receipt Incharge

Continuously

8

GRN APPROVED BY STORE.
GRN approved by Stores In-charge on behalf of **Q Gate Check List** and one Xerox. handover to quality for record purpose If they required.

Receipt Incharge

Continuously

9

PHYSICAL QUANTITY VERIFY.
Physical quantity verify on line in every tray during production and If found any quantity dispute, problem highlight on mail to concern for take action and counter-measure

Receipt Incharge

Continuously

01
Issue0
RevisionNEWLY APPLY
Reason for change16-11-19
Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY