



Guidelines for Material Issuance (BWL-II)

ISD-FC-15b



RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

1

Run the report for requisition today.

Shift Incharge /
Issuance Operator

Shift starting

2

Given the critical U/I material list to RQA,
base on requisition for today requirement.Shift Incharge /
Issuance Operator

Shift Wise

3

Requisition posting in system and take
printout of posted issue slip.Shift Incharge /
Issuance Operator

Continuously

4

During issuance of material to be insure
which batch shown on posted reservation
slip same have pick for issuance, if any
dispute inform to shift incharge.Shift Incharge /
Issuance Operator

Continuously

5

Materials top layer should be check
during issuance for rust & dust.Provide the material to concern line &
taken acknowledgement for record
purpose.Shift Incharge /
Issuance Operator

Continuously

6

Acknowledgment copy check from daily
issuance tracker in next day and filing for
record purpose.Shift Incharge /
Issuance Operator

Daily

7

All acknowledgment filling for record
purpose as per retention period and audit
purpose.

Shift Incharge

Daily

01

0

NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY