



## Guidelines for Material Storage (BWL-II)

ISD-FC-14a



### RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

1

During material verifications identification tag have attached with lot and storage in U/I area from unloading point.

Receipt Incharge /  
Receipt Operator

Continuous

2

After material storage in U/I area document handover to data-operator for generate the GRN and collect batch tag for paste with lot.

Receipt Incharge /  
Receipt Operator

Continuous

3

PDIR and Invoice handover to RQA for inspection

Receipt Incharge

Continuously

4

After inspection batch split and mention location as per availability of OK Material Storage area, so that issuance time same location can shown in posted issue slip.

Receipt Incharge

Continuously

5

After posted QA32 from RQA material move in OK/Rej area and material storage location mention in register for batch split.

Receipt Incharge

Continuously

6

Split batch tag attached with lot / lot control sheet and re-verify storage location both are same, if any dispute inform to receipt in-charge for correct it.

Receipt Incharge

Continuously

7

To be insure all lot control sheet have attached with material after batch split and batch tag tag paste on lot control sheet back side.

Receipt Incharge

Continuously

01

0

NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY