



# Rule for Scrap Handling

ISD-FC-18

B  
Secret

## RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

Page:- 1/1

STEP

PROCESS

RESP.

FREQUENCY

SNAP

1

"MRN rejection" (Previous day) report run on daily basis.

WH Shift Incharge

Daily



2

Collect the "MRN rejection" as base on report Qty.

WH Line Leader

Daily



3

Collect the Prod. floor rejection through scrap note category wise (Production rejection & supplier rejection).

WH Line Leader

Daily



4

Production rejection to be desposal in scrap yard & vendor rejection keep in rejection store for send back to supplier.

WH Line Leader

Daily



5

All original scrap note hand copy to be submit FC - ERP team for system adjustment.

WH Line

Daily



6

Prepare the purchase return order base on MRN rejection detail / Supplier Scrap note & submit to finance for invoice making.

WH

Daily



7

Collect the rejection invoice / challan & send back to supplier.

JW Line Leader

Continously



8

Rejection invoice detail to be fill in register for record purpose.

JW Line Leader

Continously



01

00

NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY