

## RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

SNAP

1

During material verification identification tag attach with lot and storage in U/I area from unloading point as per define height.

WH Receipt Incharge

Continuously



2

Prepare the MRN base on Physical verification / invoice Qty & Generate the lot control tag and MRN handover to RQA.

WH Data Operator

Continuously



3

Put the lot control tag in material as well as update the location display board.

WH Receipt line leader

Continuously



4

After quality check move the material from Under inspection location to ok location as per define height and update the location display board.

Shifting Person

Continuously



5

Mention the ok location on MRN and handover to RQA before system posting.

Shifting Person

Continuously



6

RQA post the MRN in system & mention the location of material as per MRN detail.

RQA Shift Incharge

Continuously



01

00

NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY