TITLE: RECEIPT AND HANDLING OF MATERIALS

1.0 PURPOSE:

To lay down the procedure for Receipt and Handling of Materials.

2.0 SCOPE:

This is applicable to Receipt and Handling of Materials in Warehouse at Discovery.

3.0 RESPONSIBILITY:

3.1 It is the responsibility of the Warehouse personnel to follow this procedure.

3.2 Head -Warehouse / Designee is responsible for implementing the procedure.

4.0 DEFINITIONS:

NIL

5.0 PROCEDURE :

5.1 **Receipt of Material and Handling Daily Cleaning:**

5.1.1 Check whether the documents like DC/ invoice/ Challan are correctly addressed and availability of valid purchase order.

5.1.2 Check whether the material is from the approved manufacturer. If not, consult QA and follow as per instructions.

5.1.3 Check vehicle cleanliness. Reject the consignment if the material deemed to be contaminated with other material.

5.1.4 Check the handling procedures of the new material for any special safety precautions as per material safety data sheet and shall wear appropriate safety apparels like, hand gloves, safety goggles, gum shoe, nose mask etc.

5.1.5 Fill the material pre-inspection report WH007-FM023 for each batch number of the manufacturer. A separate in-house batch number shall be generated for each manufacturer supplied batch number.

5.1.6 Check the containers for identity, quantity, batch number, manufacturing/expiry date (where available) and proper sealing. Check for the intact of seals and tamper evident

seals on raw material containers. Deviation report shall be raised in case of any discrepancies observed with respect to seals while receiving the materials.

5.1.7 Once the material receipt, weighment shall be done on warehouse balance and a record shall be maintained for the same (WH007-FM023) randomly i.e. less than 10 numbers shall be record all containers and more than 10 numbers shall be record $\sqrt{n}+1$. Received materials ± 0.2% variation shall allowed of gross/ net weight of receipt, otherwise informed to the purchase /QA departments for further recommendations.

5.1.8 If the Quantity is more than 500 kg weigh the material on warehouse balance or Weigh Bridge based on convenience.

5.1.9 In case of tankers, verify that the cleaning certificate is available from the vendor.

5.1.10 Reject the tanker in case the cleaning certificate is not available. Rejection notification shall be sent to concern department in current version of "Rejected material information".

5.1.11 Send tanker for weighment to weigh bridge for initial weight and final weight upon unloading.

5.1.12 In case of shortage of the containers, quantities mention the details in the acknowledgment to the transporter and obtain the signature of the transporter and inform management accordingly for further action.

5.1.13 A deviation report shall be raised in case of damage of the containers. In case the material is exposed to environment due to damage reject the damaged containers/bags. If primary packing of the container/bag is not damaged, repack the container/bag.

5.1.14 Hazardous material shall be unloaded by appropriate method and in a designated place.

5.1.15 Carbon, Cyanide, Water sensitive materials and corrosive acids shall be unloaded by appropriate method and in a designated place.

5.1.16 Clean the drums/bags with dry cloth in de-dusting room / Area.

5.1.17 Move the stocks to quarantine area.

5.1.18 In case of in-sufficient space in quarantine area, keep the consignments in approved area by tying a yellow rope around the consignment to indicate the status.

5.1.19 Based on the space availability in the warehouse segregate the material and identify the status of the material by tying the different colored ropes to the containers like Green colored rope for Approved materials, Yellow indicates Quarantine and Red indicates Rejected.

5.1.20 Segregate the materials item wise and manufacturer batch wise with adequate space.

5.1.21 Different materials shall not be stored on same pallet. However, storage shall be as per prescribed storage conditions.

5.1.22 Different batches of same material can be stored on one pallet provided appropriate partition arrangement shall be done between different batches.

5.1.23 In case the material receipt is in 200 liter drums, unload the drums on floor (not on pallets).

5.1.24 Update excise invoice details like date, DC/ Invoice no. during preparation of Material receipt note (MRN).

5.1.25 A single MRN shall be prepared for the quantity (as per delivery invoice). In case of a single delivery of material made up of different manufacturer batch numbers. But separate in-house batch number with the actual quantity received shall be generated for each manufacturer supplied batch.

5.1.26 In case of material received in tankers, prepare material receipt note for full quantity mentioned in invoice.

5.1.27 Generate the Material receipt note number, in-house batch number

5.1.28 A separate in-house batch number shall be generated in each of the following cases:

5.1.29 Same manufacturer supplied batch received in two deliveries or more on the same day.

5.1.30 Material receipt numbering (MRN) system:

AANNN

AA represent: Type of raw material i.e. RM: Raw Material, PM: Packing Material, JB: Job work irrespective of customer.

NNN represent: Serial number (Considered January to December).

E.g: RM001 first raw material received in the year 2016.

E.g.: A raw material is received with Mfr. batch number 'X' on 01-01-2016 at 11°clock and prepared a MRN with in-house B. No. 'Y'. If another delivery of the same raw material has arrived at 16 hrs on the same day with the same Mfr. Batch number 'X', a separate MRN shall be prepared for the consignment with a different in-house B. No. 'Z'.

5.1.31 A single delivery of material made up of different manufacturer batch number.

5.1.32 E.g.: Raw material received in a single delivery consisting of two different Mfr. batch numbers 'X' & 'Y'. Then two separate in house batch numbers shall be generated for each Mfr. Batch number.

5.1.33 Each in-house batch shall be considered as a separate batch for sampling, testing & release purpose.

5.1.34 After preparing MRN, fill the pre-inspection report and allot an in-house batch number.

5.1.35 Fill the Quarantine labels and affix on raw material containers/tanker. For packing materials/cylinders take only one Quarantine label for each in-house batch number and place the label in a clear polyethylene cover and attached in status board.

5.1.36 Warehouse personnel shall paste Quarantine labels on all containers. Labels shall be seen prominently during storage.

5.1.37 For Drum type: Paste Quarantine labels directly on all the containers.

5.1.38 For the Bag type: Paste/staple the labels to all the raw materials bags.

5.1.39 Except product identification label, strike off/remove/deface the approved/release labels of vendor and in case of retesting of existing stock strike off/remove/deface the previous approved label.

5.1.40 Quality control chemist shall collect the sample based on the MRN. Based on the material, QC chemist collects the sample.

5.1.41 After completion of analysis, Quality Control Chemist shall paste the Approved / Rejected labels with the help of warehouse person on yellow portion of the Quarantine label on all containers/bags. In case the material is rejected, then follow the procedure as laid down in SOP for 'Handling of Rejected Materials'.

5.1.42 Warehouse shall ensure that approved labels are available on all containers before issuance to production.

5.1.43 Maintain sufficient space between different materials.

5.1.44 In case of tankers, warehouse shall paste Quarantine label. Once the material is approved by QC, QC shall past the approved label on yellow portion of Quarantine label and then material shall be unloaded. (Not applicable for diesel).

5.1.45 Connect the earth wire to the tanker (Connect the crocodile clip to the solvent tanker).

5.1.46 Remove the dummy flange of the storage tank; connect the hosepipe to the inlet of the storage tank and to outlet of the tanker.

5.1.47 Open the inlet valve of the storage tank and outlet valve of the tanker.

5.1.48 Close the inlet valve of storage tank, remove the hosepipe and then close the outlet valve of the receiving tanker. After ensuring no holdup in the hosepipe cover the both ends with plastic bags and keep them in its respective place and disconnect the earth wire. Close the inlet of the storage tank with dummy flange.

5.1.49 Send the empty tanker to the weighbridge for the net quantity received and acknowledge accordingly. Raise the material receipt note for actual quantity received.

5.1.50 If there is any balance quantity of the earlier batch material in the approved storage tank, then mix the earlier approved quantity with the fresh approved receipt quantity by re-circulation for 30-45 minutes. Send the raw material sampling and test request to QC for mixed sample analysis (WH007-FM037).

5.1.51 Paste the Quarantine label to the respective storage tank and after the approval of the material, the QC personnel shall paste the approved label on the yellow portion of the quarantine label.

5.1.52 List of raw materials along with different storage conditions shall be prepared.

5.2 **Receipt of packing materials:**

5.2.1 Check 'DC' and other documents received with the material and ensure that the quantity and status of package is good as per 'Checklist for packing material receipt', Current Format WH007-FM023. Check the approved vendors list for packing materials, if the supplier is not 'Approved', inform to QA.

5.2.2 Enter the entire details vendor name, quantity, IHB No of containers etc. in the 'Packing Material Inward Register' (WH007-FM023).

5.2.3 Unload the material and shift to designated quarantine area. Encircle each suppliers lot with yellow rope around the whole consignment as an indication of quarantine and affix the quarantine label on the status board.

5.2.4 Send requisition to quality control department for sampling and analysis.

5.2.5 The QC chemist shall collect samples in presence of warehouse person and keep the 'Sampled label' on status board of that particular consignment.

5.2.6 If the material is approved, the yellow rope shall be removed and encircled with green rope and QC personnel shall affix the Approved label on the yellow portion of the quarantine label on status board.

5.2.7 In case the material is rejected, 'QC' shall put 'Rejected' label on the lot and the yellow rope shall be removed encircled with red rope.

5.2.8 Materials shall be issued to the user department on receipt of the indent.

5.2.9 Warehouse personnel shall accept the raw material requisition and arrange all the materials required and deduct the same in the Bin card.

5.2.10 In case different size of packing materials used then there is no need to follow the FIFO system for issuing of packing materials

5.3 **Unused materials returned from the production:**

5.3.1 Manufacturing personnel shall send a raw material return note to warehouse for the return of left over raw materials Or during batch manufacturing cancellation from the manufacturing block, as format Material Return note from Production to Warehouse.

5.3.2 When receiving of return materials from Production Blocks the material transferred to De-dusting area and De-dust the Containers/ Bags by using suitable cloth.

5.3.3 Warehouse personnel shall segregate the Returned material lot wise and check the status with previous issued/ dispensing data particulars.

5.3.4 Check the material as per the format ''Material Return Note from Production to Warehouse ''.

5.3.5 Report found satisfactory, returned material shall be transferred to approved area, then the details entered in to BIN card on the day.

5.3.6 If any discrepancy observed keep the material "Quarantine Area" and inform to QA for further action.

5.3.7 If analysis required, warehouse personnel transfer the material to quarantine area and raise Analytical Test Requisition to QC for analysis.

5.3.8 QC personnel shall be collect the sample, in all container at sampling room and paste the sampled label and enter the details in the "Sampling/ dispensing room log".

5.3.9 The material is approved, and then QC personnel paste the approved labels on all the containers. Then the Warehouse personnel shall transfer the material to approved area. Packing material will be stored in the separate closed area.

5.3.10 If the material is rejected, then QC personnel paste the rejected labels on all the containers. Then the Warehouse personnel shall transfer the material to Rejected material room under lock & key and follow the instruction of QA to dispose off the rejected material as per MSDS.

5.3.11 After receiving the Analytical Test Requisition, enter the return material receipt details in the initial BIN card.

6.0 FORMATS / ANNEXURE(S):

6.1 Material receipt Note : WH007-FM021

6.2 Pre Inspection report for material receipt : WH007-FM023

6.3 Quarantine label : WH007-FM035

6.4 Analytical test requisition for mixed sample : WH007-FM037

6.5 Raw material / Packing material inward register : WH007-FM022

6.6 Analytical test requisition : WH007-FM066

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.08.2009	New SOP is introduced	---
01	01.01.2013	1. Formats included for Quarantine label, mixed solvent Requisition of solvent & Top card.	---

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Revision No.	Effective Date	Details of Revision	Ref. CCF No.
		2. In Quarantine Label IH Batch No is introduced.	
02	01.01.2014	In corporate Receipt & Issued Of Raw Material format no introduced	---
03	01.08.2014	Removal of Top card-Receipt BIN card &Bottom card-Receipt BIN card Following single procedure	---
04	01.01.2015	MRN serial no codes included.	---
05	22.05.2015	Damage containers procedure incorporated.	---
06	01.08.2015	Gas cylinder procedure included	---
07	10.05.2016	1. SOP revised by changing into format as per SOP for SOP. 2. SOP's "Receipt and control of packing materials", "Receipt and control of Raw materials" & "Mixed solvent requisition of solvent storage tank" merged in "Receipt and handling of Materials". 3. Procedure rephrased for better clarity. 4. The name "Store" changed to "Warehouse".	---
08	01.01.2017	1. SOP format changed make in line with SOP-QA-001-04 2. Unused materials return to warehouse from production handling procedure included. 3. Acceptance criteria included received raw material during weighing. 4. Pre-Inspection report contents were modified. 5. Quarantine label, Analytical test requisition for mixed sample and Material receipt Note contents were modified. 6. Packing material inward register removed. 7. Department code changed to warehouse i.e. WH.	WH-CRF-004/16
09	01.01.2018	SOP format changed make in line with SOP-QA-001-05	CCF/GEN/17034

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