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Factory Operation Manual (FOM) 4

4 INTERNAL CONTROL AND DISTRIBUTION OF RAW MATERIALS. UPKEEP RECORD OF PRODUCTS MANUFACTURED

OBJECTIVES

- 1. To ensure that all issuance of raw materials (including goods) are authorized and recorded to keep track of the stock balance.
- 2. To ensure that all products produced are properly recorded on a daily basis.
- To monitor the production progress, the productivity and efficiency of the material used.

4.1 ISSUANCE OF MATERIALS FOR LAB TRIAL ACTIVITIES

PROCEDURES

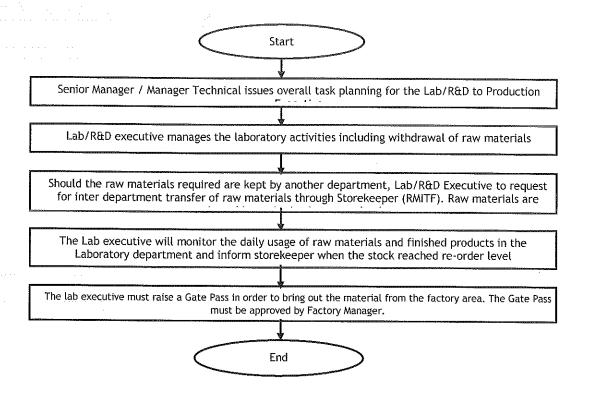
- Senior Manager / Manager Technical is responsible to carry out the overall task planning for the Laboratory. The plan is later communicated to Lab/R&D Executive in monthly meeting.
- 2. Upon receiving of laboratory task plan from the Senior Manager / Manager Technical, the Lab/R&D Executive has to plan its department activities inclusive of the raw material requirement. Each department is keeping and managing its own raw material, but the stock card is kept by the storekeeper.
- 3. In case that certain raw materials are kept under stock materials, Lab/R&D Executive is responsible to request for the raw materials through Storekeeper via Raw Materials Inter-Department Transfer Form (RMITF) (Appendix 4.2) to ensure that the raw materials are issued by authorized personnel only for inter-department transfer. The raw materials stock card will be updated once the Production Executive submits Daily Production Form.
- 4. The Lab executive will monitor the usage of raw materials and finished products in the Laboratory department.
- 5. The lab executive is to arrange for a Gate Pass in order to bring out the material from the factory area for external trial. The Gate Pass must be approved by Factory Manager.

4.2 FLOWCHART

The above procedure can be referred to Flowchart 4.1

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FLOWCHART 4.1: ISSUANCE OF RAW MATERIALS FOR PRODUCTION ACTIVITIES AND UPKEEP RECORD OF TRIAL ACTIVITIES

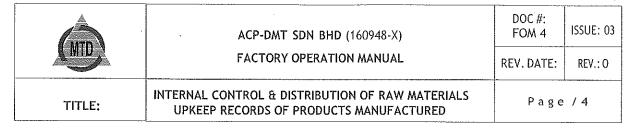


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4.3 SSUANCE OF MATERIALS FOR PRODUCTION ACTIVITIES

PROCEDURES

- 1. Production Manager is responsible to carry out the overall daily production planning for the factory. The plan is later communicated to Production executive via *Daily Production Schedule Form* as per Appendix 4.1.
- 2. Upon receiving of *Daily Production Schedule Form* from the Production Manager, the production executive has to plan its department production activities inclusive of the raw material requirement. Each production department is managing its own raw material, but the stock card is kept by the storekeeper.
- 3. The raw material can be transferred among department upon request by the Production Executive of the respective department. The Production Executive is to complete and submit the Raw Material Inter-Department Transfer Form (RMITF) (Appendix 4.2) to the storekeeper. The raw material stock card will be updated by storekeeper once the Production Executive submits Daily Production Form.
- 4. The Senior Executive Planning and Logistic should maintain an ACP-DMT/LOG/02 document that contains a list of authorized personnel signatories (i.e. initials and signatures-as per Appendix 4.3) so that reference can be made to the list to determine the authority of personnel for the issuance of raw materials.
 - 5. The Production executive will record the daily usage of raw materials and finished products in the *Daily Production Form* (Appendix 4.4) and the completed form will be submitted to Storekeeper every morning on the next working day for confirmation.
 - 6. The Storekeeper will compare *Daily Production Form* submitted by Production Executive against the Finished Goods stock card and Raw Material stock card (Appendix 4.5) to confirm the followings:
 - a. Correct Formulation being utilized based on IFCA formulation
 - b. Correct quantities of Raw Materials usage base on IFCA formulation.
 - 7. After counter checking the *Daily Production Form*, the storekeeper will countersign the *Daily Production Form* and forward the form to Production Manager for approval.
 - 8. The Storekeeper is responsible to inform the Production Manager to replenish the raw material once the quantity in the stock card reach minimum stock level.



4.4 UPKEEP RECORDS OF PRODUCTS MANUFACTURED

- 1. The Storekeeper will randomly counter-check the actual physical stocks of selected Finished Goods against its *Finished Good Stock Card* (Appendix 4.6) to ensure accurate quantities.
- 2. The storekeeper will update the stock card (both finished good stock card and raw material stock card) as well as a BOM system on a daily basis.
- 3. Once the BOM system was updated, all movement of raw materials and finished goods will be automatically updated in the IFCA system.
- 4. IFCA Coordinator or personnel appointed by the Planning Executive will verify the data in the production report against keyed in data in the IFCA system to ensure its accuracy before posted (confirmed) these data to the Finance Department.
- 5. At the end of each month, Planning Executive will organize monthly stock count with the involvement of Storekeeper and Production Team.
- 6. The Storekeeper will submit physical Stock Count Sheet (refer to FOM 07: Stock counts) to Planning Executive for preparation of Monthly Stock Balance Reports as per Appendix 4.7 for submission to the Finance Department.

4.5 FLOWCHART

The above procedure can be referred-to Flowchart 4.2.



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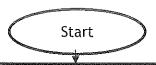
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FLOWCHART 4.2: ISSUANCE OF RAW MATERIALS FOR PRODUCTION ACTIVITIES AND UPKEEP RECORD OF PRODUCTS MANUFACTURED



Production Manager issues the Daily Schedule Production Form to Production Executive

Production executive manages the production activities including withdrawal of raw materials

Should the raw materials required are kept by another department, Production Executive to request for inter department transfer of raw materials through Storekeeper via Despatch Order. Raw materials are issued by authorized personnel only

Production executive record daily usage of raw materials and finished products in the Daily Production Form and submit to storekeeper every morning on the next working day.

Storekeeper counter-check Daily Production Form against finished goods stock card and raw material stock card to ensure correct formulation and quantities being utilized

The storekeeper will countersign the daily production form and forward to production manager for approval

Storekeeper to inform the production manager to replenish raw material once the stock reach minimum level

The Storekeeper randomly counter check physical stock of selected finished goods against Finished Goods Stock Card to ensure accurate quantity

The Storekeeper updates Raw Material Stock Cards and Finished Good stock card as well as BOM system daily.

IFCA Coordinator verify and confirm the transaction of production data into IFCA prior to posting to Finance

Planning Executive organizes monthly stock count at the end of each month.

The Storekeeper submits physical Stock Count Sheet to Planning Executive for preparation of Monthly Stock Balance reports for submission to the Finance Department

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APPENDIX 4.1: DAILY PRODUCTION SCHEDULE FORM - For Emulsion Plant (1/2)

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APPENDIX 4.1: DAILY PRODUCTION SCHEDULE FORM - For Thermoplastic (2/2)

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APPENDIX 4.2: RAW MATERIALS INTER-DEPARTMENT TRANSFER FORM

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APPENDIX 4.3: AUTHORISED SIGNATORIES OF PRODUCTION PERSONNEL

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APPENDIX 4.4: DAILY PRODUCTION FORM - For Thermoplastic (1/4)

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APPENDIX 4.4: DAILY PRODUCTION FORM - For Thermoplastic (2/4)

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APPENDIX 4.4: DAILY PRODUCTION FORM - For Drumming Station (3/4)

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APPENDIX 4.4: DAILY PRODUCTION FORM - For Emulsion Plant (4/4)

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APPENDIX 4.5: RAW MATERIAL STOCK CARD for Drumming Station & Emulsion Plant (1/2)

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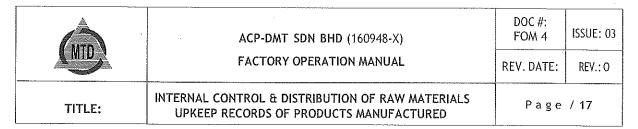
APPENDIX 4.5: RAW MATERIAL STOCK CARD for Thermoplastic & Rotomoulding (2/2)

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APPENDIX 4.6: FINISHED GOODS STOCK CARD for Drumming Station (1/3)

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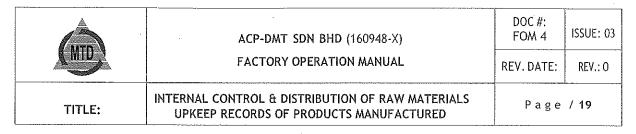
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APPENDIX 4.6: FINISHED GOODS STOCK CARD for Rotomoulding & Trading Items (3/3)

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APPENDIX 4.7:MONTHLY STOCK BALANCE REPORTS (1/3)

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APPENDIX 4.7 MONTHLY STOCK BALANCE REPORTS (2/3)

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APPENDIX 4.7 MONTHLY STOCK BALANCE REPORTS (3/3)

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