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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.
3. To monitor the production progress, the productivity and efficiency of the material used.


#### 4.1 ISSUANCE OF MATERIALS FOR LAB TRIAL ACTIVITIES

#### PROCEDURES

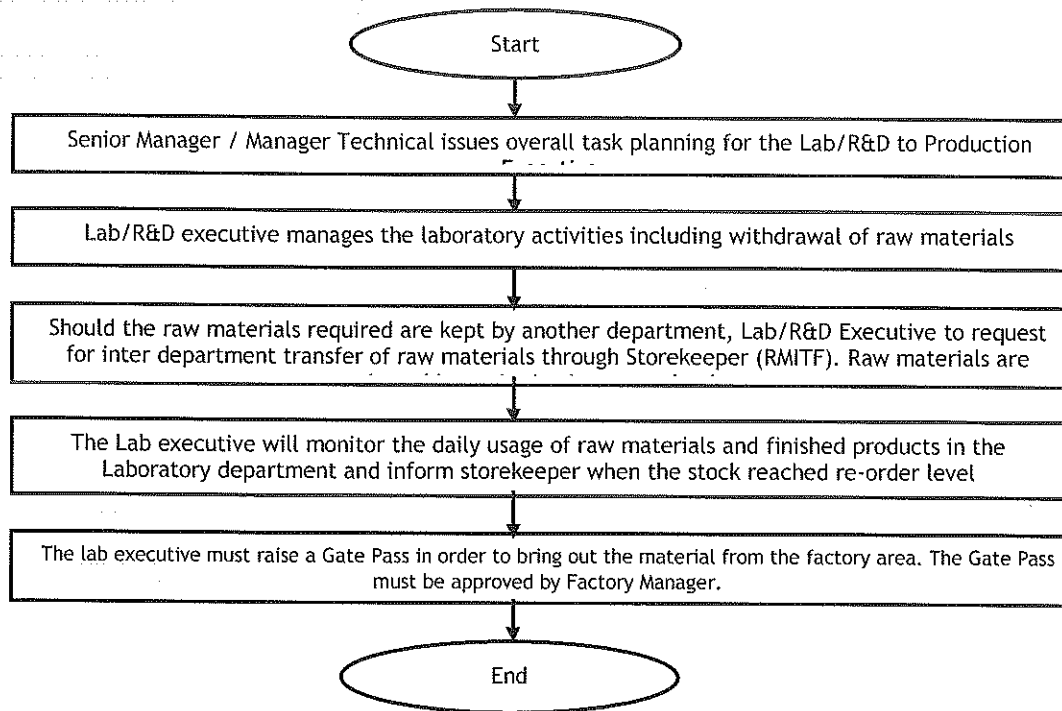
1. Senior Manager / Manager Technical is responsible to carry out the overall task planning for the Laboratory. The plan is later communicated to Lab/R&D Executive in monthly meeting.
2. Upon receiving of laboratory task plan from the Senior Manager / Manager Technical, the Lab/R&D Executive has to plan 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 ISSUANCE 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.


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#### 4.4 UPKEEP RECORDS OF PRODUCTS MANUFACTURED

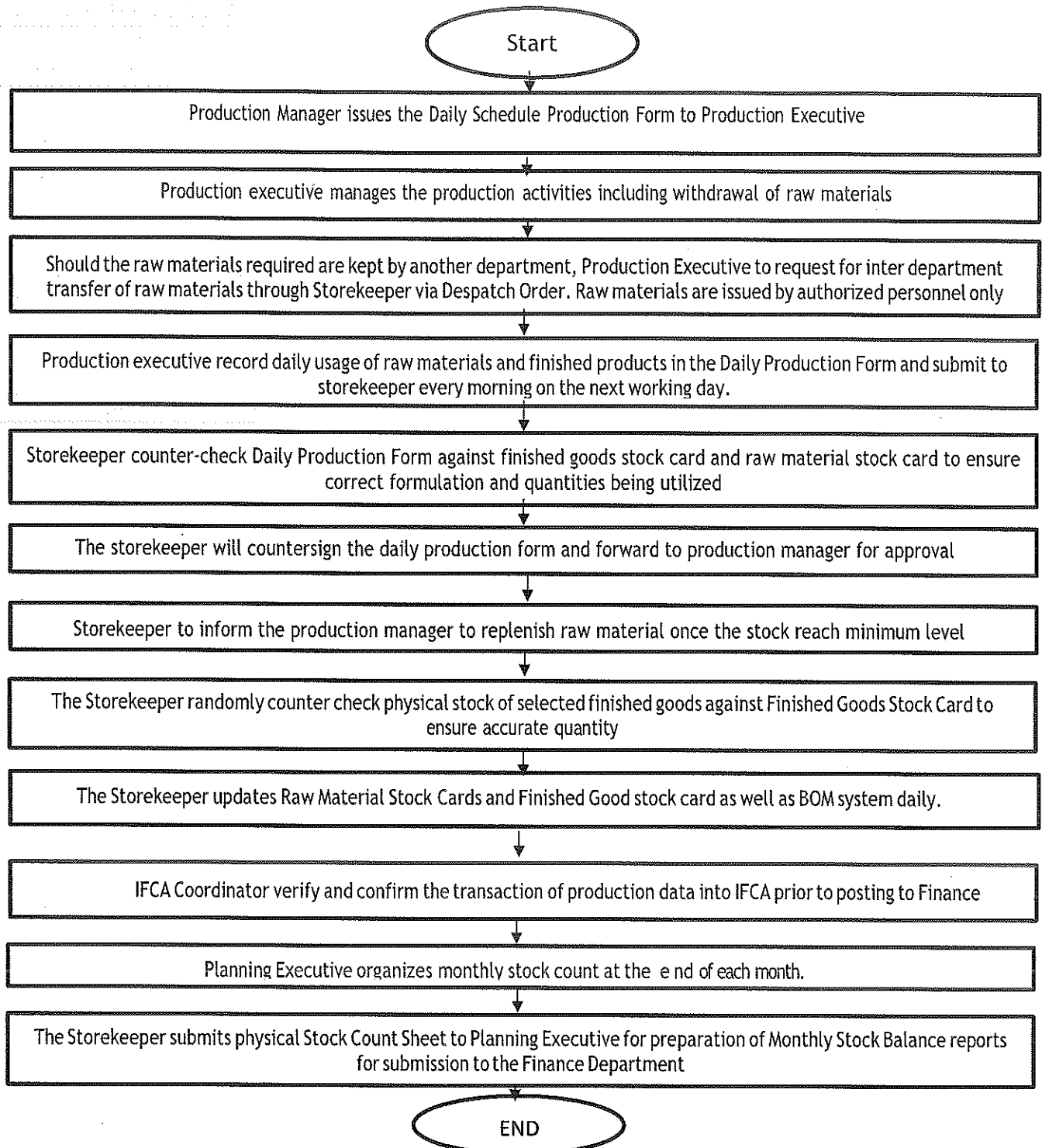
1. The Storekeeper will randomly counter-check the actual physical stocks of selected Finished Goods against its *Finished Good Stock Card* (Appendix 4.6) to ensure accurate quantities.
2. The storekeeper will update the stock card (both finished good stock card and raw material stock card) as well as 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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**FLOWCHART 4.2 : ISSUANCE OF RAW MATERIALS FOR PRODUCTION ACTIVITIES AND UPKEEP RECORD OF PRODUCTS MANUFACTURED**






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

DAILY PRODUCTION SCHEDULE/PLAN FORM																						
AlloyMtd ACP-DMT SDN BHD	Doc.No ACPDMTF05 Revision No : 03	Date	Day	Mon			Tue			Wed			Thu			Fri			Sat			Sun
				Priority	Plan	Actual	Priority	Plan	Actual	Priority	Plan	Actual	Priority	Plan	Actual	Priority	Plan	Actual	Priority	Plan	Actual	
No	Code	Description																				
1	HMS10W	White Sreed																				
2	HMS10Y	Yellow Sreed																				
3	HMS5W	White Sreed																				
4	HMS5Y	Yellow Sreed																				
5	AWT1W	White Sreed																				
6	AWT1Y	Yellow Sreed																				
7	DKW2	White Sreed																				
8	DKY2	Yellow Sreed																				
9	AWTSGP	White Sreed																				
10	B3A	White Sreed																				
11	DJVS	Yellow Sreed																				
12																						
		Total Tonnes																				
Remarks																						

Issued by : \_\_\_\_\_  
Name : \_\_\_\_\_


Received by : \_\_\_\_\_  
Name : \_\_\_\_\_

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**APPENDIX 4.2: RAW MATERIALS INTER-DEPARTMENT TRANSFER FORM**

<b>ACP-DMT SDN BHD</b> <b>INTER-DEPARTMENT TRANSFER FORM</b>		
Date: .....		
ITEM	MATERIAL	QUANTITY
<b>Issued by:</b>  Name : ..... Position : .....	<b>Despatch Goods in Good Order &amp; Correct Qty Despatch by :</b>  Name : ..... Position : .....	<b>Received Goods in Good Order &amp; Correct Qty Received by :</b>  Name : ..... Position : .....



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#### APPENDIX 4.3: AUTHORISED SIGNATORIES OF PRODUCTION PERSONNEL

# AlloyMtd









Quality Assurance


ACP-DMT Sdn Bhd

Area of application: Logistic  
Operation: Raw Materials  
Type of document: Specification  
Valid from: 12<sup>th</sup> Sept 2018


Issue: 2  
Issued by: Yap Kim Leong  
Telephone: 603-31766809  
Doc. No: ACP-DMT/LOG/02


**Purpose:** The purpose of this document is to provide a list of authorised production personnel's signatories (i.e initials or signatures) for issuance of goods/raw materials for production activities. The list must be updated by author of this document should there be any changes in the personnel.

	CONE PLANT	PRODUCTION EXECUTIVES/SUPERVISOR SIGNATORIES
01	Tan Kok Hua	
02	Mohd Jaidia Mohd Sarmin	
	DRUMMING STATION	SR. SUPERVISOR PRODUCTION /SUPERVISOR SIGNATORIES
03	Mohamad Rasdi Mat Johar	
04	Mohd Hahri Hassan	
	EMULSION PLANT	SR. PRODUCTION PRODUCTION /SUPERVISOR SIGNATORIES
05	Mohd Tajuddin Tawil	
06	Norsaful Nordin	
	THERMOPLASTIC PLANT	PRODUCTION EXECUTIVES/SUPERVISOR SIGNATORIES
07	Liew Boon Chai	
08	Shanudin Mat Johar	

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

		<b>THERMOPLASTIC DAILY PRODUCTION FORM</b>														
<b>ACP-DMT SDN BHD</b>																
Employee		<table border="1"> <tr> <th colspan="3">Check Condition</th> </tr> <tr> <td>Scale 1 Verification</td> <td></td> <td></td> </tr> <tr> <td>Scale 2 Verification</td> <td></td> <td></td> </tr> <tr> <td>Doc No</td> <td colspan="2">ACP-DMT/VID Rev: 01</td> </tr> </table>			Check Condition			Scale 1 Verification			Scale 2 Verification			Doc No	ACP-DMT/VID Rev: 01	
Check Condition																
Scale 1 Verification																
Scale 2 Verification																
Doc No	ACP-DMT/VID Rev: 01															
Employee																
Day																
Date																
Product Code																
Batch No																
Raw Material	Total Usage (Kg)	QCR No.	Output	Recipe												
Resin HFE																
Resin HKSE																
Resin YHSIML																
Quabine CMB5																
EVA																
Conifer Oil																
TiO2																
Whitening																
Aggregate China																
Aggregate MCB																
Glass Bead Intermix																
3M-011A																
Wax																
Benzel																
Yellow Pigment																
UMB																
Quabine 3421																
Titanic																
Carbon Black M40																
Red Pigment																
DA W/Serred/SERRED PP Bags																
DA W/Serred PP Bags																
PP Bags- No Printing																
DA Y/Serred PP Bags																
	Remarks:		1													
			2													
			3													
Prepared by	Checked by	Approved by														
Date:	Date:	Date:														

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

AlloyMtd		DATE		SHIFT		TIME	
ACP-DMT SDN BHD		DAY		WEDNESDAY		TO	
PRODUCTION SHEET							
NO OF CYCLE	1	2	3	4	5	6	7
PRODUCT							
WEIGHT							
1 SAMPLE							
REJECT							
2 SAMPLE							
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3 SAMPLE							
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#### APPENDIX 4.4: DAILY PRODUCTION FORM - For Drumming Station (3/4)

Date :																										
Drumming (Isi Mingkak)	<table border="1"> <tr> <th>Type (Jenis)</th> <th>Total Drumming (Jumlah Isi)</th> <th>Leaking Drums (Bocor) (Drumming) (Tempat Isi)</th> <th>Rejects (Baku) (Stock)</th> <th>Actual Quantity Obtained (Bilangan Dapat)</th> </tr> <tr> <td>a) _____</td> <td>_____ drums</td> <td>_____</td> <td>_____</td> <td>_____ drums</td> </tr> <tr> <td>b) _____</td> <td>_____ drums</td> <td>_____</td> <td>_____</td> <td>_____ drums</td> </tr> <tr> <td>c) _____</td> <td>_____ drums</td> <td>_____</td> <td>_____</td> <td>_____ drums</td> </tr> <tr> <td>d) _____</td> <td>_____ drums</td> <td>_____</td> <td>_____</td> <td>_____ drums</td> </tr> </table>	Type (Jenis)	Total Drumming (Jumlah Isi)	Leaking Drums (Bocor) (Drumming) (Tempat Isi)	Rejects (Baku) (Stock)	Actual Quantity Obtained (Bilangan Dapat)	a) _____	_____ drums	_____	_____	_____ drums	b) _____	_____ drums	_____	_____	_____ drums	c) _____	_____ drums	_____	_____	_____ drums	d) _____	_____ drums	_____	_____	_____ drums
Type (Jenis)	Total Drumming (Jumlah Isi)	Leaking Drums (Bocor) (Drumming) (Tempat Isi)	Rejects (Baku) (Stock)	Actual Quantity Obtained (Bilangan Dapat)																						
a) _____	_____ drums	_____	_____	_____ drums																						
b) _____	_____ drums	_____	_____	_____ drums																						
c) _____	_____ drums	_____	_____	_____ drums																						
d) _____	_____ drums	_____	_____	_____ drums																						
New Drums Deliveries (Tong Baru Terima)	<table border="1"> <tr> <td>a) CH = _____ drums</td> <td>d) AM = _____ drums</td> </tr> <tr> <td>b) EC = _____ drums</td> <td>e) LAK = _____ drums</td> </tr> <tr> <td>c) SP = _____ drums</td> <td>f) KSY = _____ drums</td> </tr> </table>	a) CH = _____ drums	d) AM = _____ drums	b) EC = _____ drums	e) LAK = _____ drums	c) SP = _____ drums	f) KSY = _____ drums																			
a) CH = _____ drums	d) AM = _____ drums																									
b) EC = _____ drums	e) LAK = _____ drums																									
c) SP = _____ drums	f) KSY = _____ drums																									
Drum Marking (Tandaan Tong)	<table border="1"> <tr> <td>New Drums : a) _____</td> <td>Old Drums : a) _____</td> </tr> <tr> <td>b) _____</td> <td>(Tong Lama) b) _____</td> </tr> <tr> <td>c) _____</td> <td></td> </tr> </table>	New Drums : a) _____	Old Drums : a) _____	b) _____	(Tong Lama) b) _____	c) _____																				
New Drums : a) _____	Old Drums : a) _____																									
b) _____	(Tong Lama) b) _____																									
c) _____																										
Pumped Drums (Tong Lama)	<table border="1"> <tr> <td>Scrapped (Korak) _____</td> <td>Heated (Bakar) _____</td> </tr> </table>	Scrapped (Korak) _____	Heated (Bakar) _____																							
Scrapped (Korak) _____	Heated (Bakar) _____																									
Weekly Stock Balance (Baki Mingguan)	<table border="1"> <tr> <td> 1) KT-48 / RS-D  2) RS-1K  3) RS-2K  4) RS-3K  5) SS-1K  6) MC-70  7) AN  8) MS-1K  9) Patchmix _____ bags _____ Pails  10) AB Coat _____ 200kg _____ 110kg _____ 75kg </td> <td> 11) Neomul  12) R Seal  13) Batumex  14) SRS-B  15) SRS-C  16) Microsurf  17) Bitumen  18) _____  19) _____  20) Chemical D </td> </tr> </table>	1) KT-48 / RS-D 2) RS-1K 3) RS-2K 4) RS-3K 5) SS-1K 6) MC-70 7) AN 8) MS-1K 9) Patchmix _____ bags _____ Pails 10) AB Coat _____ 200kg _____ 110kg _____ 75kg	11) Neomul 12) R Seal 13) Batumex 14) SRS-B 15) SRS-C 16) Microsurf 17) Bitumen 18) _____ 19) _____ 20) Chemical D																							
1) KT-48 / RS-D 2) RS-1K 3) RS-2K 4) RS-3K 5) SS-1K 6) MC-70 7) AN 8) MS-1K 9) Patchmix _____ bags _____ Pails 10) AB Coat _____ 200kg _____ 110kg _____ 75kg	11) Neomul 12) R Seal 13) Batumex 14) SRS-B 15) SRS-C 16) Microsurf 17) Bitumen 18) _____ 19) _____ 20) Chemical D																									
Condensed Drum (Tong Lama ganyu) Opening Balance From : a) Pumping Station b) Drumming Station c) Storage Yard Closing Balance	<table border="1"> <tr> <td>Emulsion Reject (2nd Grad) Opening Baki Qty Obtained Qty Dispatch Closing Baki</td> <td>Rejected Drum (Tong Baru ganyu rusak) Opening Baki From : a) New Delivery b) Distation c) Storage Yard Closing Baki</td> </tr> </table>	Emulsion Reject (2nd Grad) Opening Baki Qty Obtained Qty Dispatch Closing Baki	Rejected Drum (Tong Baru ganyu rusak) Opening Baki From : a) New Delivery b) Distation c) Storage Yard Closing Baki																							
Emulsion Reject (2nd Grad) Opening Baki Qty Obtained Qty Dispatch Closing Baki	Rejected Drum (Tong Baru ganyu rusak) Opening Baki From : a) New Delivery b) Distation c) Storage Yard Closing Baki																									
Dispatch (Barang Keluar) : <table border="1"> <tr> <td> 1) KT-48 _____ drums  2) RS-1K _____ drums  3) SS-1K _____ drums  4) Emulsion Reject _____ drums  5) Patchmix _____ bags _____ Pails </td> <td>Others _____</td> </tr> </table>		1) KT-48 _____ drums 2) RS-1K _____ drums 3) SS-1K _____ drums 4) Emulsion Reject _____ drums 5) Patchmix _____ bags _____ Pails	Others _____																							
1) KT-48 _____ drums 2) RS-1K _____ drums 3) SS-1K _____ drums 4) Emulsion Reject _____ drums 5) Patchmix _____ bags _____ Pails	Others _____																									
Comment : _____  Prepared by : _____ Name : _____ Position : Production Supervisor																										
Approved by : _____ Name : _____ Position : Production Manager																										

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

**ALLOWMID DAILY EMULSION PRODUCTION RAW MATERIAL USAGE AND BALANCES**  
 ACP-DMT Sdn Bhd

Date: \_\_\_\_\_

Tank	Emulsion	Batch 1	Batch 2	Batch 3	Batch 4	Batch 5	Qty	MTI	Balance	MTI
1										
2										
3										
4										
5										
6										
7										
8										
9										

Raw Material	Batch 1	Batch 2	Batch 3	Batch 4	Batch 5	Total	Usage
						(l)	(kg)
Fammin ST-7							
AA-55 (0.972)							
L320							
Baumen (0.952)							
Kerosene (0.734)							
Latex - M57C85							
Peral 417							
Conc. HCL (1.164)							
CaCl2 25% sol (1x1174 x 0.25) Solid							

**TANK BALANCES**

Item	Tank 1	Tank 2	Tank 3	Tank 4	Balance
	(m3)	(m3)	(m3)	(m3)	(m3)
(0.952)					
	Starting Quantity (l)		Ending Balance (l)		Usage (l)
Kerosene (0.734)					
Latex (0.845)					
HCL (1.164)					
CaCl2 sol (1.174)					
AA-55 (0.972)					
L320					

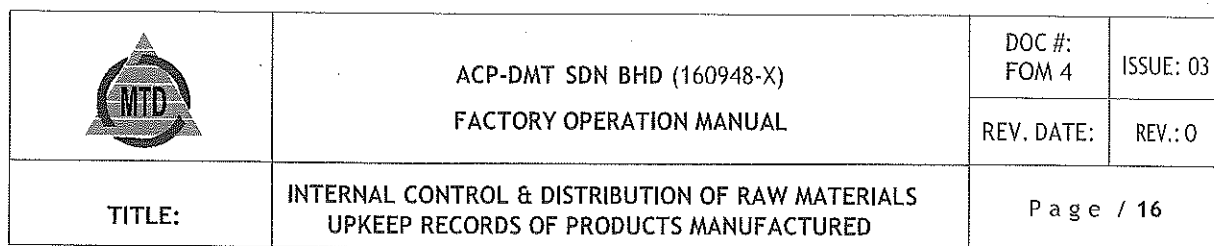
Comment: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: Production Executive

Approved by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: Production Manager







ACP - DMT SDN BHD

## Abstract

## ACKNOWLEDGMENTS

CONCLUSIONS

[illegible]

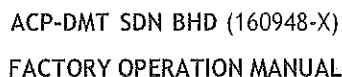
**Senior General Manager, Head  
Group Compliance & General Services Division**











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**TITLE:**

INTERNAL CONTROL & DISTRIBUTION OF RAW MATERIALS  
UPKEEP RECORDS OF PRODUCTS MANUFACTURED

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## APPENDIX 4.7 MONTHLY STOCK BALANCE REPORTS (2/3)

  
RIVALUDDIN SALLEH  
Senior General Manager, Head  
Group Compliance & General Services Division

