

5.3 ROSP against weight equalization

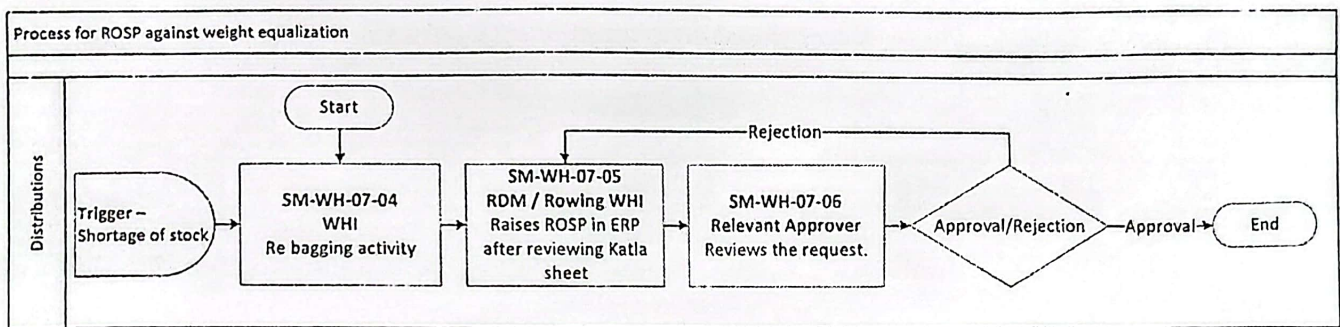
In this type of ROSP, treatment for shortage of stock on a/c of weight equalization is covered due to re-bagging activity OR realization of any variance in stock due to any other reason

For this type of ROSP, following is the matrix of document: -

- HoWH will approve the ROSP form up to 5 bags
- NLM will approve > 05 and up to 10 bags
- DM shall approve for > 10 bags

Delegation of Approval to be arranged as per LOA.

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Narration

Sr	Responsibility	Process / Activity	Output
SM-WH-07.04	Warehouse Incharge (WHI)	a. In case of re-bagging, WHI shall ensure that before start of re-bagging, tarpaulin / plastic sheet is placed at warehouse floor so that product losses / contamination of soil is avoided. b. Before opening of bags stitching for re-bagging, weight of each bag will be determined in	Start of re-bagging activity

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		<p>presence of head pallydar, security supervisor and WHI.</p> <p>c. In case shortage of weight is found then list of such short weight bags shall be prepared & jointly signed off by <u>WHI + SS + HC/head pallydar</u> and WHI to share that list with respective RDM to seek go ahead from ZDM /HoWH before start of re-bagging activity</p> <p>d. After completion of re-bagging activity, WHI shall prepare KATLA sheet about actual shortage in quantity along with signing of KATLA sheet by WHI + Security Supervisor + HC and will be shared with RDM for final approval from management</p> <p>Refer to Re-bagging SOP</p>	
SM-WH-07.05	RDM / RWHI	<p>Raises the ROSP in ERP after reviewing: Katla Sheet before and after weight equalization</p>	ROSP in System
SM-WH-07.06	Approving authority	As per the approval matrix in 6.2	Approval of ROSP

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