

BOROSIL renewables	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/012
	PROCEDURE FOR IDENTIFICATION AND TRACEABILITY	ISSUE NO. / DATE: 01 / 12-02-2020
		REV. NO: 01
		REV. DATE: --01.07.2023

1. Purpose

To lay down steps for product identification and traceability

2. Scope

Sheet glass throughout product realization

3. Responsibility and Authority

I/C Batch House and I/C Packing have responsibility for the implementation of this procedure. They report to HOD - Solar Glass.

4. Details

S.N.	Activity	Responsibility	Reference and Records
4.1	Ensure that various items such as sand, soda ash, feldspar, dolomite, and limestone are stored in designated areas/silos, supplier-wise.	I/C Batch House	-
4.2	Ensure that batch number is assigned to each lot in a mixer. Make entries in the Log Book .	I/C Batch House	BH/L4/003
4.3	Ensure that a Bar Code Slip is affixed on each box giving details of thickness, size, and bar code number.	I/C Packing	PRD/L4/001
4.4	Ensure that a Packing Slip is inserted in each box giving details of thickness, Factory Sr. No., Size, production date, shift etc. Note: The end user is asked to make reference to the Packing Slip, in case of a complaint.	I/C Packing	PRD/L4/002

5. Abbreviations

Abbreviation	Full Form
I/C	In charge
FM	Factory Manager
HOD	Head Of Department

6. Reference and Records

Section	Title
L1/8	Operation
BH/L4/003	SG Batch Plant Log Sheet
PRD/L4/001	Bar Code Slip
PRD/L4/002	Packing Slip

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Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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