

<b>BOROSIL</b> renewables	<b>BOROSIL RENEWABLES LIMITED</b>	DOC. NO: L2/013 ISSUE NO. / DATE: 01 / 12-02-2020
	<b>PROCEDURE FOR PRESERVATION OF PRODUCT</b>	REV. NO: 01 REV. DATE: --01.07.2023

### 1. Purpose

To lay down steps for the preservation of product

### 2. Scope

Solar glass throughout product realization

### 3. Responsibility and Authority

I/C Batch House, I/C Packing, Stores Officer, and Ware House Supervisor, have responsibility for the implementation of this procedure. I/C Batch House and I/C Packing report to HOD - Solar Glass. Stores Officer reports to RFH (Stores). Supervisor Ware House reports to RFH (Ware House).

### 4. Details

S.N.	Activity	Responsibility	Reference and Records
<b>A</b>	<b>Identification</b>		
4.1	Ensure that the provisions of the Quality Procedure for Product Identification and Traceability are followed.	I/C Batch House, I/C Packing	L2/012
<b>B</b>	<b>Handling</b>		
4.2	Ensure use of designated trolleys fitted with wooden strips to avoid damage to glass sheets.	I/C Packing	-
4.3	Ensure that the glass sheets cut to size are transferred to the boxes placed in trolleys, at an angle, manually.	I/C Quality, I/C Quality	-
<b>C</b>	<b>Packaging</b>		
4.4	Ensure that packaging is carried out in accordance with the Work Instruction for Packaging.	I/C Packing	
<b>D</b>	<b>Storage</b>		
4.5	Ensure that various item such as spares, raw materials, packing material, fuel etc. are taken into stock after clearing receiving inspection.	Stores Officer	L2/016
4.6	Prepare GRN for various accepted items through SAP.	Stores Officer	STR/L4/001
4.7	Store various items at the designated locations with proper identification.	Stores Officer	-
4.9	Ensure that rejected items are returned after preparing applicable Gate Pass.	Stores Officer	STR/L4/002, STR/L4/003, STR/L4/004

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S.N.	Activity	Responsibility	Reference and Records
4.10	Receive boxes in the crane area. Carry out visual check and scan barcode slip affixed on individual box with scanner and transfer data to SAP. Return damaged box or glass to Top Floor, after making entry in the register "Breakage Sent to Top Floor".	Warehouse Supervisor	WH/L4/002
4.11	Ensure that the boxes are shifted using fork lift to the areas designated based on thickness and size.	Warehouse Supervisor	-
4.12	Arrange to prepare Truck Indent after verification of stock and scrutiny of requirement.	Warehouse Supervisor	WH/L4/001
4.13	Arrange to dispatch the boxes in accordance with the Work Instruction for Dispatch.	Warehouse Supervisor	WH/L3/001
<b>E</b>	<b>Protection</b>		
4.14	Ensure that boxes are stacked maximum of 5-tier in warehouse and End-cap pallets to stack in a single tier	Warehouse Supervisor	-
4.15	Ensure that boxes loaded in trucks are secured by nailing wooden strips.	Warehouse Supervisor	-

##### 5. Abbreviations

Abbreviation	Full Form
HOD	Head Of Department
I/C	In charge
FM	Factory Manager
RFH	Respective Functional Head
GRN	Goods Receipt Note

##### 6. Reference and Records

Section	Title
L1/8	Operation
L2/012	Quality Procedure for Identification and Traceability
L2/016	Quality Procedure for Monitoring and Measurement of Product
WH/L3/001	Work Instruction for Dispatch
WH/L4/001	Truck Indent
STR/L4/001	Goods Receipt Note
STR/L4/002	Non Returnable Gate Pass
STR/L4/003	Returnable Gate Pass
STR/L4/004	Return Delivery
WH/L4/002	Breakage Sent to Top Floor

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

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