

I. Purpose:

To ensure that products are safely unloaded, wrapped, and stored in good condition and that deliveries are executed in order to prevent damage or loss of product.

II. Scope:

This practice applies to all products input into our warehouse.

III. Abbreviations:

FG: Finished goods

IV. Content:*1. Order of storage:*


After packaging, team leaders must generate a warehouse receipt using form BM/ĐG06.

1. Storage admission procedures:

- Before admitting FG to the warehouse, the storekeeper must recheck the product numbers, packaging and labels for any damage. The storekeeper must inspect the identification label to ensure that no mistakes have been made in labeling. If labeling mistakes are detected then the product should be separately wrapped up and set aside.
- If no labeling mistakes are detected, the storekeeper must sign form BM/ĐG06 and begin the storage procedure.

2. Arrangements for storage:

- The storekeeper is responsible for maintaining a neat and tidy storehouse.
- The storekeeper is responsible for directing loaders in storing the products. The storehouse must be organized according to the principle of 'First In – First Out'.
- All stored items must be stacked under hanging identification boards that classify stored products by production code, specifications and **quantity**.
- Each product must include an identification label that includes the product code, specification, wrap date and weight.
- During shipment all products must be handled gently to avoid damage. All forklift tines must be more than two-thirds the length of product rolls that they are used to transport.

	<p style="text-align: center;">STORAGE PROTOCOL</p>	<p>DCN:QT LKTP.01 Revision: 01 Effective date: 04/08/2014 Page2 of 3</p>
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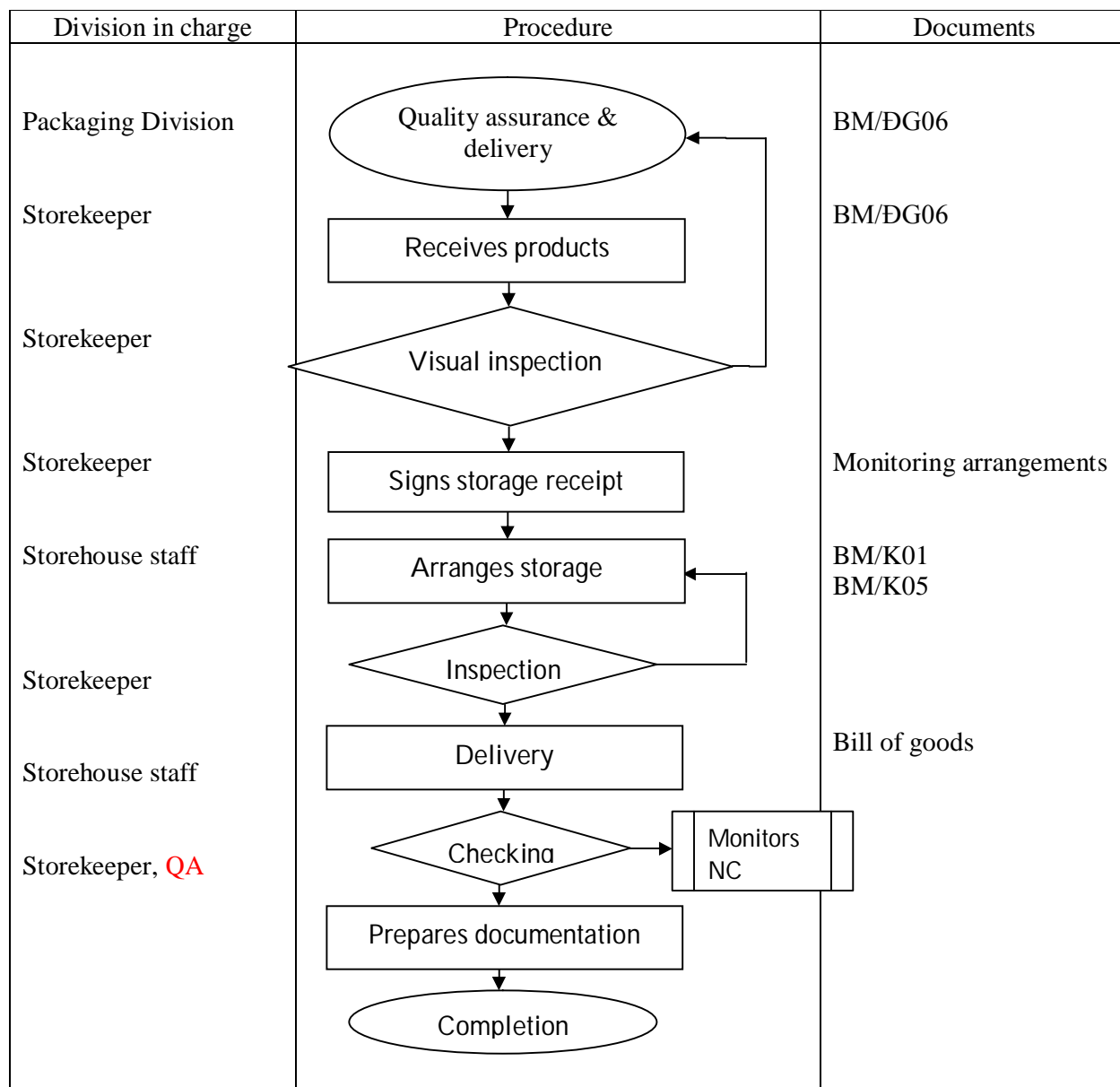
- All products stored outside of the storehouse must be placed on a pallet and properly covered. They may not be stored outdoors for more than 10 days.
- In rainy locations, all products stored outdoors must be placed on a pallet and be properly covered.
- Should damage (products, label, packing, strap, paper core...) be detected during storage, it must be reported to the appropriate supervisors and immediately addressed.

3. Delivery:

- After receiving a copy of a sales manifest from a salesperson, the storekeeper must recheck the products in the storehouse using form BM/K04 and ensure that the quantity meets the customers' demands. Then he must report his findings to the salesperson. The salesperson must then request a bill of goods from the Accounting Department.
- The storekeeper must ensure that the transfer or shipment of over-sized and heavy products is carried out using the appropriate apparatus (forklift, conveyor belt, etc.) to avoid damage during transportation.
- The storekeeper must hand over the position and quantity of products to QA staff who is in charge of loading products onto the containers. The store keeper should also cooperate to check up during loading time like reweigh Master Rolls. If any problems arise concerning the weight, the quantity as well as the quality (quality of products, packing, strap, label...), the process must be halted and the storekeeper must report the matter to the agent/division in charge using form BM/K05.
- The storekeeper should collaborate with security personnel to ensure that the products remain safe until transferred to the customer.

4. Documentation:

- All delivery records and files must be carefully maintained.
- All relevant data must be reported to the sales division, quality control division, export-import division and planning division.



V. Application forms:

- BM/K01
- BM/K04
- BM/K05

PREPARED BY	EXAMINED BY	APPROVED BY

I. Objectives:

- Easy to identify products, preventing from confusion in using
- Convenient to check and to do statistics of products

II. Scope of application:

Materials, tapeline, unrewinded rolls and final rolls

III. Abbreviation

- QC: quality control

IV. Procedure:

A. Materials

1. After receive to the warehouse, the keeper needs to alternatively stick the label on 1 side of the pallet. For plastics, 2 large labels need to be attached on 2 sides of pallets
2. Materials half used: team leaders stick identify label on the bags
3. Material label content: material name, lot number: retain the manufacture's lot numbers, date of receipt (stock-in)

B. Sợi / tape:

1. Before coming to QC department, every trolley of tape has to be stuck a paper label mentioning it's kind of tape by tapeline team leaders or staff responsible
2. Count the quantity of bobbins, put in bags. QA staff staples tape identify label to every bag.

Yarn lot: Tapeline #/ letter A-Z/times of specs change or material lot change(1-99)

3. Pallets of tape bags (3 labels): team leaders weigh and affix 1 barcode label onto the top of pallet, 2 other labels of KCS01 onto 2 sides of pallet

Tape bins (2 label): 1 barcode label, 1 label on the top. Tape bins are kept into rows and stacked together by tape specs. An identify label will be put in front of each row of specs

4. When delivering to looms: QA department will keep the barcode label for delivery tracking, the remaining label will be there for loom operator to recognize.

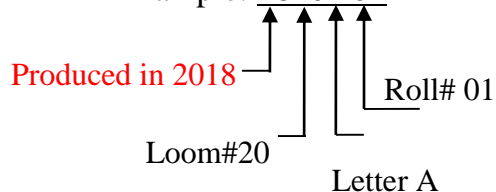
C. Uwinded rolls

1. When unloading, loom operators attach 2 BM/D01 labels onto the edge of the roll and fill information of unloading date, product code, roll number, lot number and the length of roll.

- Principle of roll coding:

Loom number – 1 letter in alphabet order A, B, C – the number of rolls produced by each loom (range from 01-99)

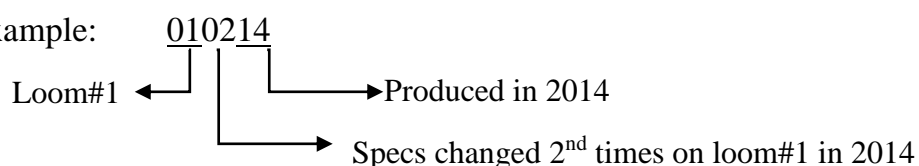
Example: 1820A01



- Principle of lot coding:

Loom number – time of specs change – 2 last numbers of the production year

Example:



2. Loom operators stick color label for identifying PP fabric rolls:

Products	label colors
GS5.5	blue
GS5.0	no label
GS4.6	orange
GS4.0	pink
GC3.0	no label

3. QA staff weigh fabric rolls and full fill contents of weight into D01, average weight into BM/KCS07

D. PE coated fabric rolls:

QA staff at rewinding section will affix BM/KCS06 label onto 1 tip of the steel core of the roll

Finished rolls:

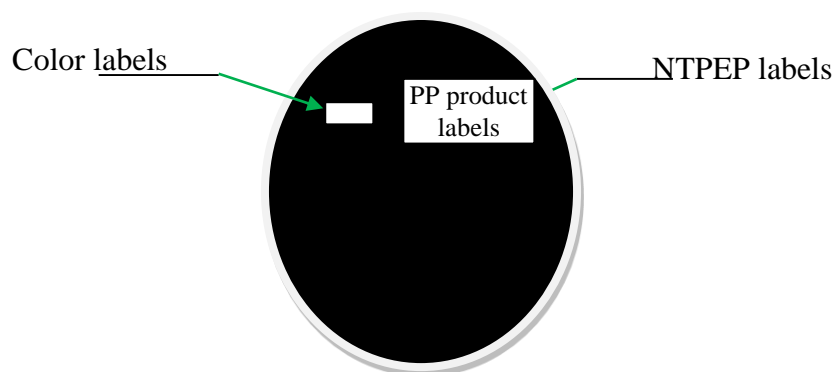
1. Label colors designated for PP products

Finished products	label colors
GS5.5	blue
GS5.0	no attached
GS4.6	orange
GS4.0	not attached
GC3.0	no attached

2. Labeling position on PP products:

QA staff at winding area stick label as following:

- Color label: attach on 1 tip of fabric roll
- NTPEP label (BM/DG05): stick 4 same labels (inside 2 ends of paper core, outside 2 base sides of fabric roll). In case that 1 NTPEP label is split into 1 barcode label and another as request of customer, apply same labeling method as above.
- Labels are stuck onto the roll immediately after such roll is film winded. In case of using auto film winder, 2 labels will be glued inside the core firstly, then other 2 labels will be attached once the roll goes thru the winder and comes to last point of the conveyor



- In case that product in stock is winded, firstly stick 2 labels inside the core.

3. PE finished product:

QA staff affix labels:

- Product-in-bag: identify PE finished products by means of bag colors and information on KCS/DG04 label stuck on the bag

Products	Bags
H8	orange words printed
MS	blue words printed
UV	black words printed

- Product-in-roll: affix labels in correspondence with label BM/DG04 attached on the master roll

Person in charge

Flowchart

Documents

Material warehouse keeper

QA team leader in tapeline

KCS01

BM/D01

Loom operators in shift

BM/D01

QA staff in rewinding

BM/KCS07

QA staff in rewinding

QA staff in rewinding

BM/KCS09

QA staff in
rewinding

QA staff in
rewinding

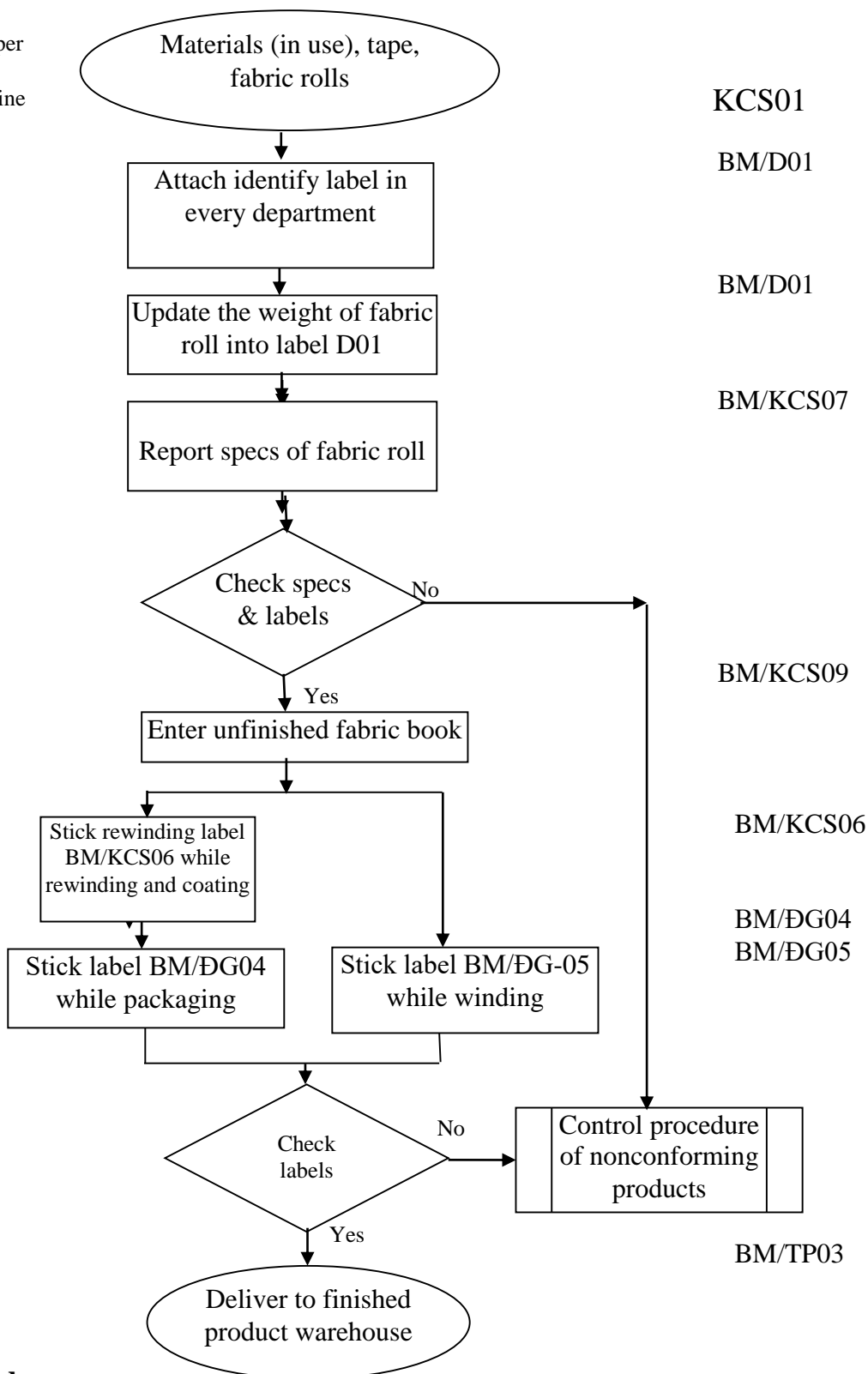
BM/KCS06

QA staff in
packaging

BM/DG04
BM/DG05

Warehouse
keeper, packaging
team leader

BM/TP03



V. Forms used

-BM/D01

-BM/KCS01

-BM/KCS07

-BM/KCS06

-BM-KCS09

-BM/ĐG04

-BM/ĐG05

-BM-TP03

Prepared by	Checked by	Approved by

GS40-125x432



8909214

24B04B6211

AASHTO M288 CLASS:3

01/23/2024 Lot: B040124

GeoSource Fabrics

Style: GSFW-200

12.5' x 432'

600 Square yards per roll

GEOSOURCE