

Sample Collection Procedure and Human Resources

Subject: "draft" sample collection procedure and possible human resources required - forwarded for consideration and necessary action-12.08.12

From: Amal amal@kazifarms.com

Date: Tuesday, 23 Jan 2018 11:58 AM

To: Anwarul Hasnat hr@kazifarms.com

Forwarded Message

Subject: "draft" sample collection procedure and possible human resources required - forwarded for consideration and necessary action 12.08.12

Date: Mon, 15 Jan 2018 15:52:35 +0600

From: Amal amal@kazifarms.com

Organization: Kazi Farms Limited

To: Nabil Ahmad nabil@kazifarms.com

CC: Ishtiaq Ahmed ishtiaq.ahmed@kazifarms.com

Dear Sir,

FYI

Regards,
Amal

Forwarded Message

Subject: Fwd: Fwd: "draft" sample collection procedure and possible human resources required forwarded for consideration and necessary action - 12.08.12

Date: Tue, 04 Sep 2012 16:22:16 +0600

From: Zeeshan Hasan zeeshan@kazifarms.com

To: Salauddin salauddin@kazifarms.com

CC: DGM-HR bishnu@kazifarms.com, Abdus Salam salam@kazifarms.com, Mahboob Aman mahboob@kazifarms.com, Amal amal@kazifarms.com, krhasan krhasan@kazifarms.com, Zahin Hasan kazi.zahin.hasan@gmail.com, 'Kazi Zahedul Hasan' kzhasan@kazifarms.com

Dear Mr. Salauddin,

Please look at Mr. Salam's guidelines for maize sampling and purchase. From now on, the maize sample collectors will be under your admin department, so please provide your comments on Mr. Salam's plan. If you have any suggestions, please let us know.

Regards,
Zeeshan

Original Message

Subject: Fwd: "draft" sample collection procedure and possible human resources required - forwarded for consideration and necessary action-12.08.12

Date: Tue, 14 Aug 2012 15:22:51 +0600

From: DGM-HR bishnu@kazifarms.com

To: zeeshan sir Zeeshan@kazifarms.com

CC: zahin sir Zahin@kazifarms.com, Abdus Salam salam@kazifarms.com, Mahbub mahboob@kazifarms.com

Dear Sir,

My opinion is that the

Raw Material Controller and Sample Collector should be under the Admin department, while quality people should be under the Quality department. After Eid-ul-Fitor, we will recruit three people who will join for training under the Admin and Quality Departments on August 22, 2012. They will begin their original work completely on September 1, 2012.

To supervise the Raw Material Controller and Sample Collector, we are searching for an eligible officer to recruit for this position. We will initially start this practice at the Gozaria feed mill, and later it will be implemented in every feed mill. I believe that following steps 1 through 19 will help stop ill practices and corruption.

This has been forwarded for your kind information and necessary instruction.

Regards,
Bishnu

Original Message

Subject: "draft" sample collection procedure and possible human resources required - forwarded for consideration and necessary action - 12.08.12

Date: Sun, 12 Aug 2012 15:25:14 +0600

From: Abdus Salam salam@kazifarms.com

To: DGM-HR bishnu@kazifarms.com

CC: Zeeshan Hasan zeeshan@kazifarms.com, zahin@kazifarms.com, kzhasan@kazifarms.com

Dear Sir,

Please ignore the earlier mail and accept this one with the revised attachment. Sorry for any inconvenience caused.

Eng MA Salam

GM

Purchase

Dear Sir,

Please see the attached file on the subject matter.

Best regards,
Eng M A Salam

GM Purchase

DRAFT Sample Collection Procedure

To: DGM-HRM

Date: 12.08.12

Subject: DRAFT Sample Collection Procedure and possible human resources required - forwarded for consideration and approval. HRM, in consultation with Management, is required to take the final approval and decision.

Proposal

With reference to the Gazaria Feed Mill visit on August 5, 2012, by GM-Purchase, DGM-HRM, and Mahbub, and a subsequent discussion at the Board Meetings, the following draft proposal is put forward for your consideration.

Step 1: The Sample Collector will collect a sample in a poly-bag under the guidance of Supervisor-1 and place the chalan inside it.

Step 2: Supervisor-1 will send the sample to the Coder.

Step 3: The Coder will maintain a register, writing down the Truck No., suppliers' name, and Chalan No.. They will then write a 3-digit random

Code - 1 on a paper slip and put it in the sample bag.

Step 4: The Coder will note the Code-1 in the register and on the chalan, then keep the coded chalan and send the coded sample to the Lab for testing.

Step 5: The Lab will create a Test Report on a slip of paper with Code - 1 on it, marking it OK or NOT OK.

Step 6: The Lab Report slip will be sent back to the Coder for the next action. The Test Report will be noted in the Register.

Step 7: If the Code-1 Report is "NOT OK," the truck is rejected by returning the chalan and lab test report.

Step 8: If the Code-1 Report is "OK," the truck is sent to the unloading point.

Step 9: At the unloading point, Samplers will take a sample under the guidance of Supervisor - 2 in a poly-bag and put a paper slip with the truck No. on it.

Step 10: The sample is sent to the Coder.

Step 11: The Coder will put Code - 2 on a paper slip and note the number in the register, which also has the truck #. The Coder will then send the sample with the

Code-2 slip to the Lab.

Step 12: The Lab will write the Code - 2 number on a test slip, write the test result (OK or NOT OK), and send it back to the Coder.

Step 13: If the result is "NOT OK," the truck is rejected. If it is "OK," the order to unload is given.

Step 14: There are two chances for rejection: one at the entry point (Sample-1, Code-1) and a second at the unloading point (Sample-2, Code-2). Bad bags are to be rejected at the unloading point.

Step 15: An average test report of the two samples will be prepared by the Coder for acceptance. The Coder will maintain a Register as per the sample shown as annexed.

Step 16: The Coder will write all test reports on the register for both Code 1 and Code 2 tests.

Step 17: If the results are OK, the Coder sends the Chalan with the two test reports and their average to Accounts, Stores, and other departments for billing.

Step 18: If the results are not OK, the Coder will attach the test reports to the chalan and return it to the driver for exit.

Step 19: One Coder is expected to handle 30-35 trucks per day, with a maximum of 70 samples.

Recommended Resources

Recommended draft Manpower List per Shift of eight hours - HRM to make the ultimate decision.

(a) Coder: Equivalent to the rank of Assistant Manager / Deputy Manager, 1 position. Internal human resources may be considered.

(b) Supervisor 1 + Supervisor 2: Equivalent to a Quality Inspector, 2 positions. A graduate (BA/BSc/BCom) in any discipline may be considered, and a reference is recommended. One is to be assigned to the "entry point" and the other at the "unloading point".

(c) Sample Collector / Material Controller: 2 positions. An undergraduate, IA, ISC, or any grade with personal integrity should be considered.

Reporting details: Who reports to whom (Admin vs. Quality Dept at Gazaria) will be decided by the HRM Department of the Head Office.

Recommended Stationery materials required:

(a) Printed - Lab Test Slip: Showing Moisture / Fungus / Dust / Broken with a size of 4"X 4".

(b) Rubber Stamp: Showing Moisture / Fungus / Dust / Broken with a size of 4"X 4" and a note stating the cause of rejection, the number of bags rejected, and a signature.

(c) Code No. writing paper slip: 2"X1".

(d) Register: 14"x10".

This system is also to be implemented at the Thakurgaon and Panchagor Feed Mills. The format for the register is attached in a separate mail. The proposal, with any alterations the HRM deems appropriate, should be implemented with immediate effect.

Forwarded for kind approval.

Best regards,
Eng M A Salam

GM - Purchas