

	FHC SOP	SOP Standard Operating Procedure
RAW AND PACK MATERIAL RECEIPT, REJECT, RETURN AND FINISHED PRODUCT EVACUATION		
SOP #: UCL/IBDPSPG/CD/Q/05.0	Issuance Date:	As at Last Signature
	Revision Date:	Maximum 2 Years from the effective date
	Effective Date:	20 working days from the issuance date.
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PURPOSE:

This SOP specifies procedure for receiving of approved raw and packing material to the operating floor, procedures for rejecting raw and pack material not meeting specifications, to carry out line return of RPM back to the warehouse and for evacuation of finished product (FP) from line to the warehouse.

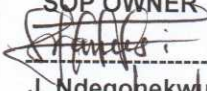

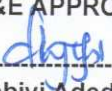

SCOPE:

This procedure covers:

- Requesting and receiving of raw and pack material from the warehouse.
- Rejecting and returning of raw and pack material not meeting approved specifications back to the WHSE.
- Evacuation of Finished product from the PSG staging floor to the warehouse.

RESPONSIBILITY:

- **Shift Leader:** Views Process Order (PO) from the TALLY ERP system or production planning sheet and share during the DDS team meeting. Ensures that each pallet produced on all lines during his shift are seen physical. Performs production entries for base powder and finish goods on TALLY ERP system during production. Physically block rejected RPM.
- **Shift QA Leader:** Responsible for receiving of pack material using the pack material receipt checklist and the PDR checklist. Ensure storage of packing material in designated location with the right GCAS label on the wall jacket, sign the stacker report and pasting of labels are done. Supervise the end of line operations and ensures stacking, staging, evacuation, tracking and posting of finished goods from LTPK to FP location on ERP.
- **Satellite lab Analyst:** Responsible for tracking the raw material received during production using the raw material tracking sheet.
- **MUV/ERP KU:** Execute line return of material and carries out material receipt and finished product evacuation reconciliation. Responsible for handling rejected pack material reconciliation.
- **Machine operator:** Ensures defective packing material from his machines and the end of line are rejected and moved to dedicated reject location properly labelled and fill material complaint form and fill the e-quality alert to report material defect issue. Tracks and record accurately the cases produced from his machines during his shift on the stacker report.

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complaints with supplier for improvements and sustainability of pack material quality

- **Security Personnel:** will be present during the evacuation to monitor and track the products evacuated on the security evacuation logbook.

POTENTIAL RISK/REQUIRED PPE

- Not applicable

PROCEDURE:

MATERIAL REQUEST AND RECEIPT

1. On resumption of the shift the team leader will check production schedule report to view the SKUs to produce, share the plan with the team during shift DDS meeting and determine materials needed to produce it.
2. The shift QA leader and tower runner will check the line staging area for availability of material and quantity needed to produce the planned SKUs.
3. The lead time for warehouse to supply is maximum 2 hours, so request must be made 2 hours ahead considering when the material needed will become critical on the line.
4. The shift QA leader will assess the packing material using the material receipt checklist and the PDR checklist to compare and confirm the GCAS number of the pack material.
5. The Shift QA leader will assess the pack materials following
 - Approved GCAS labels (yellow and green labels) with the right GCAS number.
 - Quantity stated as supplied by the warehouse and counting the pack material for verification.
 - The Shift QA leader will identify the status as PASS or FAIL on the pack material receipt form and fill the GCAS number using the PDR checklist.
6. The Shift QA leader will take PASS material to assigned storage location on the end of line pack material area and place the material tag on the jacket where the material is stored. Material received must not be left outside the staging area.

MATERIAL REJECT

1. For material found not meeting standard or specification during the raw and pack material receipt, the checklist will be ticked as FAILS and immediately return to the Warehouse, quality alert filled, and **REJECT LABEL** pasted on it by the Shift QA leader and tower runner for MSG.
2. For material found not meeting standard or specification captured while running on the equipment, the machine operator/person capturing it will immediately reject the raw or pack material, fills the compliant form indicating the weight of the material and a quality alert, take the defective material to dedicated location for reject and label the material with "Reject label" provided by the MPD. The shift team leader will ensure the defective pack material is blocked physically .
3. The MPD packaging leader will collect the complaint form and log the complaint in the material complaint tracking system (Material quality system-MQS). He will inform the supplier for rejection confirmation visit to the plant/line on frequency defined in the packaging material compliant SOP and follow the reclaim procedure.

4. Upon confirmation by the supplier the MUV /ERP KU with the MPD packaging leader will count the rejected material, fill and sign off technical report also signed by the supplier. Paste "REJECT/FROZEN" label on the pallet.
5. The MUV/ERP KU will post the quantity of material on the technical report to blocked status on TALLY and give the technical report to warehouse reject system owner
6. The warehouse reject system owner will move the reject physically from the line staging area and post on TALLY to the warehouse within 24hours of receiving technical report.

LINE RETURN

1. The Shift QA leader on night shift will stage materials not planned for production in the current production day and next to be returned to warehouse.
2. The Shift QA leader checks the pallets of pack materials to be returned to warehouse for mix up- He checks that there are no mix up on the pallet of pack materials to be returned and he sorts any mix up observed before performing the line return.
3. The MUV/ERP KU will reconcile the material already staged in TALLY.
4. The Shift QA leader on day shift will print line return label from MAT-PGE 04. attachment and paste on the pallets to be returned and will ask the staging area contractor or contractor shift leader to stretch wrap each pallet on good pallet.
5. He will print TPN and fill TPN stating the details (IPMS, description, quantity and location) of material being returned and submit the TPN to warehouse supply technician.
6. The shift QA leader will move the line return materials from the line staging area physically and post on TALLY within 8hours of submission.
7. Raw material line return will be done at every change over from one partner to another. All raw material from previous partner will be counted and moved to the warehouse physically within the shift. Posting on TALLY will be done by the ERP KU within 24hrs.

FINISHED PRODUCT EVACUATION

1. The finished product Quality and evacuation technician will follow warehouse SOP on finished product evacuation from F&HC.
2. Shift QA leader must evacuate F&HC line at the frequency such as to keep only maximum 10pallets of finished product at end of line and pallets at the staging area must be within the 5S marking. If the pallets on the PSG end of line, and staging area exceeds the 5S marking, there should be an approved deviation stating the countermeasure to be put in place if the line is to continue running.
3. The Shift QA leader on shift will oversee the end of line operations. He ensures finished product identification labels are rightly placed on the pallets, product stacked on good pallet in the staging area and track the details (SKU name, pallets numbers, total number of pallets, and batch number per pallet, shift, time, date, name, finish product evacuation tech. name) of the FG staged for evacuation. The tracking will be recorded in the line evacuation logbook. The finish product evacuation tech. will also track the details of FG evacuated and reconcile with the tracking done by the security personnel.
4. The finish product evacuation tech. will instruct the forklift operator to lift and load the staged and tracked pallets into the truck.
5. The security personnel will also be present during the evacuation to monitor and track the products evacuated in the security logbook.

6. The finish product evacuation tech. will go and post the evacuated finished goods on TALLY and record the details (SKU name, total number of pallets, and batch number per pallet, shift, date, evacuation tech. name) of the FG evacuated in the evacuation sheet on one drive.
7. The finish product evacuation tech. will bring 2 copies of TPN with details of FP evacuated to the staging area contractor and P&G shift team leader who signs the TPN to confirm the evacuation and the security personnel will also sign.
8. If any difference is found on the details of product evacuated, the data is cross checked with the actual FP loaded into the truck and the records in the logbook is corrected accordingly and signed according to UGEE error correction standard.
9. The ERP KU will conduct weekly count of FP at the staging area and reconcile with FP inventory on TALLY. If gaps are noticed, he will investigate to determine what the root cause (FPQ posting gap, confirmation gap, recording error, pallet numbering or labeling errors, damage or theft) of the gap and fix accordingly.

ABBREVIATIONS:

PO – Process Order
 ERP – Enterprise Resource Planning
 FPQ – Finished Product Quality
 WH – Warehouse
 MUV – Material Utilization Variance
 MQS – Material Quality System
 TPN – Transfer Posting Note
 GMP – Goods Manufacturing Practice
 SPS – Stacking Packing Standard
 FG – Finished Goods
 GCAS – Global code Allocating System
 SKU – Stock Keeping Unit
 RPM – Raw and Pack Material
 KU – Key user

REASON FOR UPDATE:

New Standard

Version 1: Updated to include new raw material on the RM tracking sheet and also removing SAP ERP system.

End of Procedure

SOP RELATED ATTACHMENTS

Attachment 1: Training & Qualification Attachment 2: Model Answers Attachment 3: Material receipt inspection checklist Attachment 4: Step up Card Attachment 5: Raw material tracking sheet
