

	Warehouse SOP		SOP Standard Operating Procedure
	<b>PALLET MANAGEMENT SYSTEM</b>		
SOP # UCL/IBDWHSE/CDVQ/05.0	Issuance Date: Revision Date:	As at Last Signature Maximum 2 years from Effective Date	Reference: Page 1 of 7

## PURPOSE

To ensure that only pallets meeting quality standards are used in our operations both at the production plants and warehouse.

## SCOPE

This Standard Operating Procedure (SOP) covers the inspection, sorting, stock control, supply to lines, scrapping, repair and fumigation (wooden pallets).

## RESPONSIBILITIES

**Pallet Management System Owner** is responsible for:

- The maintenance of pallets.
- Making orders for purchase of more pallets as necessary
- Making sure that only standard pallets are provided at the pallet-shed by sorting-out and segregating damaged and infested ones from the stack of pallets.
- Inspect newly purchased pallets at receipt using the pallet inspection checklist (Attachment 3).

**RPMFP Receiving Technician** is responsible for:

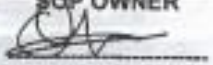

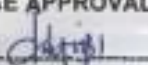
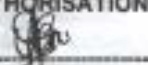
- Ensuring that finished products and raw and packaging materials are received into the warehouses on pallets meeting quality standard.
- Ensuring that products evacuated/received into the warehouses are arranged on pallets as per approved stacking patterns.

## POTENTIAL RISKS

- Leg injury from use of pallet truck.
- Falling of stacked pallets

## PPE REQUIRED

- Safety goggles
- Cotton and leather Hand gloves
- Safety shoes
- Reflective jacket

<b>SOP OWNER</b>  <b>Makinde Olatunde</b> Date: 28/10/22	<b>QA APPROVAL</b>  <b>Alawode Olujide</b> Date: 28-10-2022	<b>HS&amp;E APPROVAL</b>  <b>Adebisi Aledoyin</b> Date: 31-10-2022	<b>AUTHORISATION</b>  <b>Owojibi Emmanuel</b> Date: 07/11/22
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## PROCEDURE

There are designated storage areas for good/standard pallets as well as damaged ones in both the pallet shed

### 1 PALLET GATHERING/COLLECTION.

1.1 All used pallets in the warehouse/ production floor will be neatly arranged and moved to the pallet shed. The nature of used pallets will determine the location of placement.

### 2 PALLETS SORTING, REPAIR AND MAINTENANCE

2.1 Daily at the pallet shed, the pallet-shed contractor will sort good standard pallets from damaged or broken ones. This is applicable to both wooden and plastic pallets.

2.2 The pallet shed contractor will fix repairable wooden pallets daily as per the 1.0m by 1.2m dimension and arrange them with good, standard ones when done.

2.3 The pallet shed contractor will then consolidate all the damaged beyond repair pallets together in the 'SORTING' section of the pallet shed for scrapping.

2.4 The pallet shed contractor will clearly segregate the wooden and plastic pallets under GOOD PALLET column at the pallet shed.

### 3 SUPPLY

3.1 The operations will pick up pallets for use from the 'good pallets' section of the pallet shed.

F&HC – Wooden and plastic

### 4 STOCK CONTROL/PURCHASE/INSPECTION

4.1 The pallet management system owner will inspect pallets monthly and prior to receipt of purchased pallets and consult the pest control contractor through the site QA leader for advice or fumigation if there is an issue of infestation on the existing pallets.

4.2 The pallet management system owner will make sure that the pallet shed is fumigated during the plant wide fumigation exercise.

## REASON FOR UPDATE

Version 1: New version

End of Procedure

### SOP RELATED ATTACHMENTS

Attachment 1 – Qualification sheet

Attachment 2 – Model Answers

Attachment 3 –Pallet inspection checklist

