		PSG Department	SOP Standard Operating Procedure
WAREHOUSE PICK UP			
SOP #:	Issuance Date:	As at Last Signature	
UCL/IBDPSPG/CD/Q/04.0	Maximum 2 years from the effective date	Maximum 2 years from effective date	
	Effective date	20 working days from issuance date	
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PURPOSE

- To verify defect results from PQM data and further eliminate defects that could have been shipped to consumers.

SCOPE

- This applies to all brands & SKUs in Fabric and Home Care (F&HC) Ibadan Plant and covers all warehouses.

RESPONSIBILITY

QA Leader:

- Coordinates and shares the result of the warehouse pick up with the FHC leadership team and the Operations team and will share the defect among affected teams and individuals.
- Responsible for putting all needed logistics (pool car authorization, stitching machine, etc.) in place for the exercise.

Line Manager

Responsible for identifying participants and leading the team to the warehouse pick up or shall delegate if he/she is out of office.

Warehouse Pick-up Team Leader

- Directs the warehouse pick up team on the Finish product locations in the warehouse and ensures exercise does not compromise quality, safety or internal control.
- Verify the polywoven sacks are properly stitched and defective products are segregated from the OK products, this shall be in alignment with the whse QA leader and Shift FP leader

ICSL Stitching Contractor



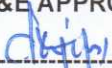

- Responsible for the stitching of Polywoven sacks of OK products.

Operating Teams

- Responsible for conducting a detailed root cause analysis using the IWS tools (QIE, RCA, and CaPA etc.) on the defective products from the warehouse.

POTENTIAL RISKS

- Hand injury (cut)
- Eye Irritation
- Crush

SOP OWNER  Godstime Inegbenojie Date: 5/8/2022	QA APPROVAL  Alawode Olujide Date: 5/8/2022	HS&E APPROVAL  Adebisi Adedoyin Date: 5/8/2022	AUTHORISATION  Ogunrinde Adebayo Date: 5/8/2022
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PPE REQUIRED

- Safety Scissor
- Goggle
- Cotton gloves
- Reflective jacket

PROCEDURE

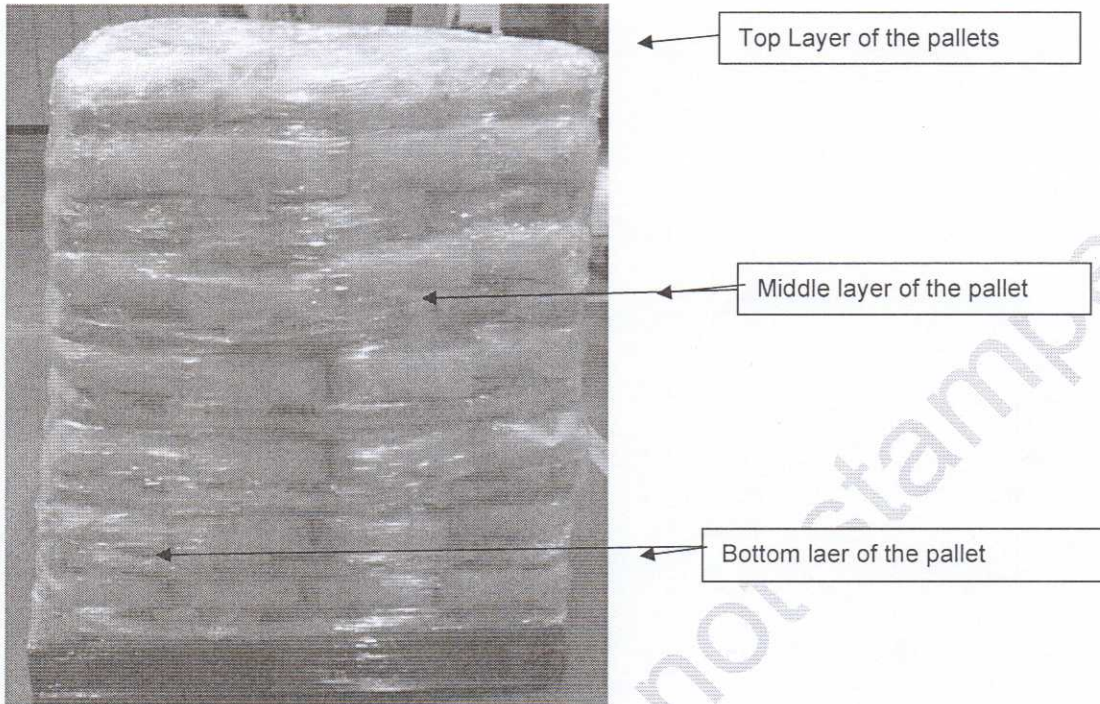
1. This procedure covers product quality checks on both primary and secondary packaging and is done by the F&HC team which comprises of the Line Manager (if available), QA Leader, any of the support/operating team as selected by the QA leader/ODM and the ICSL stitching operator.
2. Exercise is done at least once every month and targeted product samples will cover batches of all brands, across all shift and SKUs of products produced from the last pickups date to current day of production as available in the ware house. Defect seen is linked to teams and individuals.
3. Product attributes to be checked and sample size taken are chosen in conformity with TAMU standard
4. The team is expected to carry along items such as
 - A pair of safety scissors.
 - Ware house pickups result sheet
 - Hand Stitching Machine
 - Reflective jackets

PRODUCT SAMPLING

1. Select polywoven case at random from different pallets in the unrestricted location only and batch numbers, picking cases from any of the top, middle and bottom of pallet in the Pix 1 below.
2. Evaluate the outer case attributes using the TAMU standards and grade accordingly.
3. Open the outer case neatly with the safety scissor and evaluate every bag versus the TAMU standard and record your findings in the ware house result sheet in attachment 3.
4. Products within TAMU standard is stitched back using the hand stitching machine and returned to the original pallet from where it was taken from. Note that return of OK products to original pallets must be done by the employees conducting warehouse pick up on the pallet who shall locate the original pallet where the products was picked.
5. Defective bags must be properly stretch wrapped and kept in a reject location as directed by the warehouse team leader/ware house QA Leader.
6. In cases where pallets are involved, the PSG QA leader shall inform the ware house team leader on duty on the incident and request movement of the products via the trucks with the TPN form. These products would be returned to the line for sorting and scrapping via finished products removal system in warehouse.
7. The full details of the defective products must be communicated to warehouse shipment person to make adjustment on warehouse inventory immediately and accordingly.
8. Record your findings in the ware house pick up record sheets and submit to the QA leader. Also, it is encouraged to take pictures of staked pallets and products that do not meet the TAMU standards (Bag, polywoven and pallets standards)

9. For all product defects found during this exercise, a root cause investigation must be carried out by the production team on shift when issue occurred in order to prevent reoccurrence and a detailed analysis will be done.

Pix 1



REASON FOR UPDATE:
VERSION 0: New SOP

End Of Procedure

SOP Related Attachments

- Attachment 1- Training and Qualification Sheet
- Attachment 2- Model Answers
- Attachment 3- Ware house Result Sheet