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 SHAKAMBHARI GROUP #SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Vendor Qualification & Approval			Page No. 1 of 3
SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/007	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To define a procedure for evaluation, approval and re-approval of the vendors which may directly or indirectly affect product quality.

2.0 SCOPE

- 2.1 This SOP applies to the purchase of all raw materials, packing materials and equipment at SIPL.

3.0 REFERENCE(S) & ATTACHMENTS**3.1 References**

- 3.1.1 In-house

3.2 Attachments

- 3.2.1 Attachment I: Vendor Quality Evaluation - SIPL/QAS/007/F01/00
 3.2.2 Attachment II: Supplier Performance Report - SIPL/QAS/007/F02/00
 3.2.3 Attachment III: Vendor Audit Report - SIPL/QAS/007/F03/00
 3.2.4 Attachment IV: Approved Supplier List - SIPL/QAS/007/F04/00

4.0 RESPONSIBILITY**4.1 QA Department Person**

- 4.1.1 To prepare the SOP.

4.2 Purchase Head

- 4.2.1 To check the SOP and to give training of the SOP to relevant personnel.

4.3 QA Head

- 4.3.1 To ensure the training of the SOP to all concerned personnel involved in implementation of the SOP.

- 4.3.2 To ensure the implementation of the SOP after training.

4.4 Plant Head

- 4.4.1 To approve new or revised SOP.

- 4.4.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

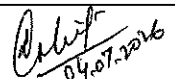
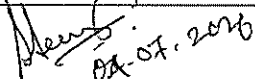
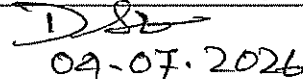
- 5.1 Quality Control
 5.2 Purchase
 5.3 Warehouse

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 Nil

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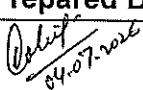
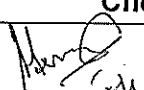
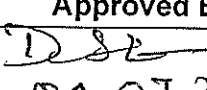
7.0 PROCEDURE

7.1 Requirements and its Classification

- 7.1.1 Respective departments approach the Plant Head / Purchase department with the written requirement duly signed in Attachment I & II.
- 7.1.2 Requirements are classified as follows:
- 7.1.2.1 **Class I:** all types of raw material, i.e. Alu Alu, bare aluminium foil, coated blister foil, strip foil, paper laminates, PET film, PVC film, ink, cylinders, rubber rollers, shrink wrap, paper core, plastic core, HSL, or any material that is a part of the finished product or required for the process of making the finished product.
- 7.1.2.2 **Class II:** packing material, including air bubble film, corrugated box, BOPP tape, edge guard, core plug, labels, etc.
- 7.1.2.3 **Class III:** miscellaneous items, i.e. capital goods like new machinery, new equipment, process modification equipment; engineering items and spare parts required for maintaining machinery; stationery items, pantry items, furniture, utilities, IT equipment and supporting equipment.
- 7.1.2.4 **Class IV:** agreements and services like pest control, calibration, maintenance and scrap management agreements.
- 7.1.3 Class I and Class II items shall be purchased from the "Approved Supplier List".
- 7.1.4 Class III items can be purchased from any available / suitable supplier. It will depend on affordability, and the final decision depends on management.
- 7.1.5 Class IV: a suitable supplier should be selected for services and maintenance. Services performance shall be reviewed on a yearly basis.
- 7.1.6 For Class I & II, two approved suppliers shall be maintained. This will ensure that, in case of exigencies, the suppliers are able to provide the materials without affecting work, wherever possible. Class I supplier audit shall be conducted once in 3 years. The audit plan schedule shall be circulated 3 months prior. In case any observation is found unsatisfactory, then an audit will be planned on an immediate basis.

7.2 Approval of Vendor

- 7.2.1 Information for a new supplier can be obtained from various sources like catalogues, trade directory, industrial exhibition, suggestion from customer, or through internet searching, etc.
- 7.2.2 Enquiry shall be floated to the probable supplier through written communication (letter or email) with the information and specifications of the material.
- 7.2.3 The specifications of the desired material shall be taken from the probable supplier and shall be evaluated against the raw material specifications duly approved by QA.
- 7.2.4 If the given specifications meet the requirements, demand a sample for QC lab test; otherwise, communicate the variations observed.

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- 7.2.5 If the QC lab test report is found satisfactory, then demand material for a commercial print trial.
- 7.2.6 The trial shall be taken with the sample and the results of the finished products shall be checked against the specifications of the finished or semi-finished product. Only if the specification matches the defined requirements shall further assessment be done.
- 7.2.7 The supplier shall be assessed for capacity to meet the organization's quantity requirements.
- 7.2.8 The supplier documents shall be evaluated. If required, audits shall be performed for GMP / systems. The visit shall cover assessing the supplier's plant, machinery, work environment and system to ensure consistent quality supply of raw materials.
- 7.2.9 The Plant Head, in coordination with QA, shall monitor and review the record of the entire supplier approval process.
- 7.2.10 Mandatory regulatory requirements, as well as suggestions, should be communicated to the supplier, and compliance shall be ensured before consideration for approval.
- 7.2.11 Any variance in terms of product specifications shall be evaluated for its impact on the finished product, and the decision of approval lies with the QA Head. Records of approval of such variance shall be maintained.
- 7.2.12 The supplier shall be incorporated into the "Approved Vendor List" available in QA by following the change control procedure, after evaluation and approval as described above.

7.3 Vendor Re-approval

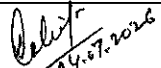
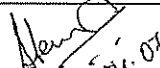
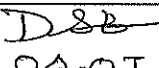
- 7.3.1 Each approved vendor shall be monitored and assessed for quality parameters like percentage rejection, number of complaints, timely delivery, response, corrective actions / preventive actions, consistency and other key indicators. Each approved vendor shall be re-approved once in two years based on their performance. During the re-approval process, there may be a vendor audit again based on the performance of the vendor, but it is not necessary to visit the vendor.

7.4 Vendor Change Control

- 7.4.1 A change control procedure shall exist with the suppliers, including the notification of all changes by either party. The change control procedures must ensure that all quality-related requirements are met.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	07.07.2026	CC No.	NA
Details of revision: New SOP					

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 04.07.2026	 04.07.2026	 04.07.2026