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SHAKAMBHARI
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SHAKAMBHARI ISPAT & POWER LTD.

(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Packing Process

Page No. 1 of 3

SOP No.	Version No.	Effective Date	Next review date
SIPL/WH/004	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To define a procedure for packing of approved finished material which shall further be treated as Finished Goods.

2.0 SCOPE

- 2.1 This SOP applies to Packing section of Warehouse department.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 ISO 15378:2017

3.2 Attachments

- 3.2.1 Attachment- I : Packing List SIPL/WH/004/F01/00

4.0 RESPONSIBILITY

4.1 Warehouse Department Person:

- 4.1.1 To prepare the SOP.
4.1.2 To prepare a list of the SOP in Warehouse Department.

4.2 Production Head:

- 4.2.1 To ensure the training of the SOP to all concerned department personnel involved in implementation of the SOP.
4.2.2 To ensure the implementation of the SOP after training.

4.3 Quality Assurance Person:

- 4.3.1 To check the SOP.
4.3.2 To maintain the original copy of the SOP.
4.3.3 To issue controlled copy of the SOP.
4.3.4 To maintain issuance record of SOP.
4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.

4.4 QA Head:

- 4.4.1 To approve new or revised SOP.
4.4.2 To ensure the implementation of the defined system.

4.5 Plant Head:

- 4.5.1 To approve new or revised SOP.
4.5.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

- 5.1 Quality Control
5.2 Production
5.3 Warehouse

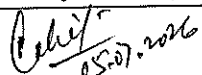
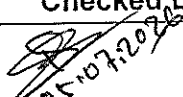
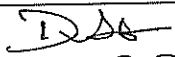
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 FG: Finished Goods
6.2.2 PLU: Product Look Up
6.2.3 SOPs: Standard Operating Procedures

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026



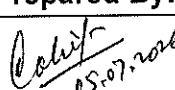
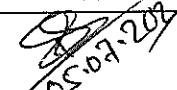
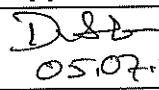
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7.0 PROCEDURE

- 7.1 Material which is in finished form shall come from the Separator/Slitting/Doctoring department. Only QC-approved material shall be allowed to enter the packing area. Each roll/box shall be approved by QC, and only then shall the packing process be started.
- 7.2 The packing machine operator shall check the material details like job name, code, size, customer, etc., before starting the packing process.
- 7.3 Then he shall check the batch no/reel no. availability of the job. If not available, he shall inform the Production Head and take a batch no/reel no.
- 7.4 Check if the product specification exists in SAP or not. If not, create a new product specification for the job.
- 7.5 Check the default core weight (tare weight) before putting the roll on the weighing machine.
- 7.6 Enter the details like Batch No., Roll No., No. of Joints, etc., manually and print two labels. Paste one label inside the core and the other over the roll/box.
- 7.7 Then move the roll for the stretch wrapping process. Wrap the rolls carefully, covering them fully. In case there is a customer requirement, cut the film from the core area in a circular shape.
- 7.8 **Skid Packing:**
 - 7.8.1 **Reel Preparation:**
 - 7.8.1.1 Weigh the skid and reel seating board.
 - 7.8.1.2 Weigh the reel and deduct core weight to determine net weight.
 - 7.8.1.3 Affix a sticker with the net weight, reel no., and no. of joints as provided by QC.
 - 7.8.1.4 Wrap the reel with a poly sheet.
 - 7.8.1.5 Secure both ends of the reel with foam discs.
 - 7.8.1.6 Wrap the reel with an 8 mm thick foam sheet.
 - 7.8.1.7 Protect both ends of the reel with edge protectors.
 - 7.8.1.8 Cover the reel with a corrugated sheet.
 - 7.8.1.9 Encase the reel in a poly tube and VCI poly also.
 - 7.8.1.10 Weigh the packed reel.
 - 7.8.2 **Skidding:**
 - 7.8.2.1 Place three packed reels on the skid.
 - 7.8.2.2 Secure the reels with a 19 x 1 pet strap.
 - 7.8.2.3 Wrap the skid with stretch wrap.
 - 7.8.2.4 Affix a sticker indicating net weight, gross weight, and specifications.
 - 7.8.2.5 Prepare a packing list detailing net weight and gross weight.
- 7.9 **Box Packing:**
 - 7.9.1 **Reel Preparation:**
 - 7.9.1.1 Place drying agent packets in the box.
 - 7.9.1.2 Weigh the reel and deduct core weight to determine net weight.
 - 7.9.1.3 Affix a sticker with the net weight and Reel No. as provided by QC.

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7.9.1.4 Wrap the reel with a poly sheet.

7.9.1.5 Cover both ends of the reel with foam discs and insert drying agents.

7.9.1.6 Wrap the reel with a white foam sheet.

7.9.1.7 Protect both ends of the reel with edge protectors.

7.9.1.8 Encase the reel in a poly tube.

7.9.2 Box Packing:

7.9.2.1 Insert a steel pipe in the core of the box.

7.9.2.2 Place the reel in the box.

7.9.2.3 Close the box and secure it with a pet strap.

7.9.2.4 Weigh the packed box to determine gross weight.

7.9.2.5 Affix a sticker indicating gross weight and no. of joints.

7.10 Documentation:

7.10.1 Prepare a packing list detailing box/pallet number, reel number, product type, net weight, gross weight, core size, and number of joints.

7.11 Packing Materials:

7.11.1 Polythene Sheet

7.11.2 Polythene Tube

7.11.3 Edge Protector (foam sheet pasted)

7.11.4 Foam Sheet - 8 MM

7.11.5 B.O.P.P Tape - 2 inch x 38 MIC 65 MTR

7.11.6 B.O.P.P Tape - 3 inch x 38 MIC 65 MTR

7.11.7 Air Dryer Silica Gel - 50 gm PKT

7.11.8 Corrugated Sheet 2 Ply

7.11.9 Pet Strap Thickness (19 x 1 mm)

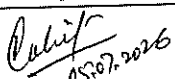
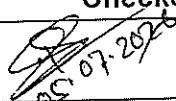
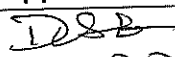
7.11.10 Wood - Different Sizes

7.11.11 Nail - 3" / 2" / 1/2"

7.11.12 VCI Poly

8.0 REVISION HISTORY

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

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026