MASTER COPY

For Restricted Circulation only

SHAKAMBHARI GROUP #SteelWithin	**SHAKAMBHARI ISPAT & POWER LTD.** (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Receiving of Raw Material and Packing Material			**Page No.** 1 of 4
SOP No.	**Version No.**	**Effective Date**	**Next review date**
SIPL/WHS/001	00	07.07.2026	06.07.2028

1.0 PURPOSE

1.1 To define a procedure for receiving Raw Material and Packing Material.

2.0 SCOPE

2.1 This SOP applies to Store 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 : Goods Receipt Note SIPL/WHS/001/F01/00

3.2.3 Attachment- III : Inward Goods Register (Soft Copy) SIPL/WHS/001/F02/00

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4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.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.

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

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 **De-dusting:** A written procedure which explains the stepwise activities from opening of RM/PM till placement in the Stores.

6.2 Abbreviations

6.2.1 RM: Raw Material

6.2.2 PM: Packing Material

6.2.3 SOPs: Standard Operating Procedures

6.2.4 COA: Certificate of Analysis

6.2.5 PO: Purchase Order

7.0 PROCEDURE

7.1 **Intimation:**

7.1.1 When any vehicle containing RM & PM reaches the factory gate, the security person shall inform the store and send the material-related documents to the store.

7.1.2 After receiving the documents, the store person check our PO then ensure that the Invoice/Challan is in the name of the company and shall check the specification, COA of material, and that the material is received from approved vendors, etc.

7.1.3 After checking this, the store person shall tell the security person to allow the vehicle to enter the company premises.

7.2 **Process of Unloading:**

7.2.1 The security person shall make the necessary entries in the security in-ward register and allow the vehicle to enter the company premises and park it on the receiving bay for unloading.

7.2.2 Before starting the unloading process, the store person shall check the physical condition of the vehicle — whether it is covered and concerned with only one customer or others also. The physical condition of the material shall also be checked — whether the rolls are stacked/kept properly, the wrapping material is torn, any damage marks, etc.

7.2.3 The store person shall tell the driver to open the backside flap/door.

7.2.4 Based on the material stacked/stored in the vehicle, the store person shall decide whether the unloading shall be done manually (by pallet truck) or by outside means like forklift, hydra, etc.

7.2.4.1 The store person shall take the pallet truck or forklift, hydra to the vehicle floor and insert the fork of the pallet truck or forklift, hydra inside the pallet on which the rolls are stacked.

7.2.4.2 Pull down the pallet truck or forklift, hydra to the level of the ramp platform gradually towards the receiving bay. During this activity, nobody should come in front of the pallet truck or forklift, hydra as there may be chances of slippage.

7.2.4.3 Using a manual pallet truck or forklift, hydra, keep the pallets at one side of the receiving bay. Follow the same process till complete unloading takes place.

7.2.5 In case unloading is to be done by external means like hydra, the store person shall inform the agency to send the hydra.

7.2.5.1 The rolls/boxes shall be properly tied with the metal/nylon sling to the head of the hydra.

7.2.5.2 The hydra shall lift the roll/box from the vehicle and keep it slowly at the side of the receiving bay.

7.3 After Unloading:

7.3.1 After unloading the RM/PM, the store person shall check the roll/box/drum/container for any damage, leakage, or torn condition. In case any abnormality is observed, the store person shall inform the QC/Production Head and maintain the record with the GRN.

7.3.2 Match the invoice quantity with the material received quantity verified against the weighbridge weighing slip and attach it with the SAP-generated GRN. If this matches, give the material receipt on the Lorry Receipt to the driver. If there is any variation in quantity or if the material is wet or damaged, make the remark on the Lorry Receipt, get it signed by the driver, and keep a photocopy of the Lorry Receipt in the record. Give intimation to the QC department about the receipt of material.

7.3.3 **De-dusting:** After unloading the material on the receiving bay, start the de-dusting process as per the below steps:

7.3.3.1 Open all the secondary packing (wooden box/corrugated box, etc.) of the RM/PM.

7.3.3.2 Remove the identification label (if available) from the secondary packing and paste it on the primary packing.

7.3.3.3 Clean the material with compressed air and cotton cloth or vacuum cleaner.

7.3.3.4 Place the material on the clean pallet.

7.3.4 **Quarantine:** After de-dusting of material, the material will be shifted to store and an "Under Test Label" will be put on all rolls/boxes, etc. The QC person checks the material physically and selects the roll/box/container as per their sampling plan, and a "Sampled" label will be put on the item.

7.3.5 After QC sampling, wait for the QC decision. If the result is pass, a "QC Pass" label will be put on the Under Test Label. If the result is rejected, inform the vendor for further action and a HOLD label will be put on the roll, then wait for further action by the vendor.

7.3.6 Entry of incoming materials shall be done in the inward register which is maintained in Excel format.

8.0 REVISION HISTORY

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