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 SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Procedure for Release of FG and Pre-dispatch Inspection			Page No. 1 of 4
SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/020	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To define a procedure for release of finished goods and pre-dispatch inspection.

2.0 SCOPE

- 2.1 This SOP applies to all finished goods material which is either ready in stock or being sold to a specific customer.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 In-house

3.2 Attachments: Nil

4.0 RESPONSIBILITY

4.1 QA Department Person:

- 4.1.1 To prepare the SOP.

4.2 QA Head

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

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

4.3 Department Head / Plant Head

- 4.3.1 To approve new or revised SOP.

- 4.3.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

- 5.1 Quality Control
5.2 Production
5.3 Warehouse

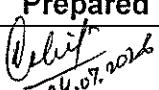
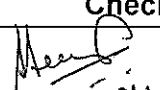
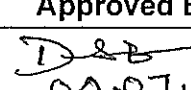
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 **Finished Goods:** Any material which is finally in the stage at which it can be sold to a customer, i.e. it is meeting all the requirements of the customer's specification.

6.2 Abbreviations

- 6.2.1 PDI: Pre-dispatch Inspection
6.2.2 FG: Finished Goods

Prepared By:  04.07.2026	Checked By:  04.07.2026	Approved By:  04.07.2026
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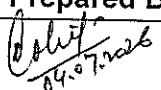
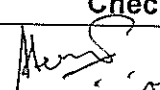
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7.0 PROCEDURE**7.1 Release of Finished Goods**

- 7.1.1 Material after the packing process is considered as the finished product.
- 7.1.2 Before this process, the product shall be checked for quality parameters in order to ascertain whether the material is conforming to specification or not.
- 7.1.3 Before the packing process, each roll undergoes an inspection / rewinding process. At the inspection and rewinding stage, technical parameters are checked by QC.
- 7.1.4 After the packing process, QC shall ensure the below checks visually:
 - 7.1.4.1 Packing quality should be good.
 - 7.1.4.2 There should be two labels on each roll, one on the top & the other inside the core.
 - 7.1.4.3 The information on the label should be complete, like spool no., roll no., joints etc.
 - 7.1.4.4 The rolls should be kept on a clean pallet and separate from other products.
- 7.1.5 Once these checks are OK, the QC person signs on the Material Transfer Slip of Stores and approves the material.
- 7.1.6 After this process, material can be transferred to the FG store.

7.2 Pre-Dispatch Inspection

- 7.2.1 The daily dispatch plan is decided based on the daily meeting of the Production Head and Dispatch Supervisor as per priority given by the Planning Head.
- 7.2.2 Based on the priority, the Dispatch Supervisor shall prepare the packing list of the material which is to be dispatched.
- 7.2.3 The QC person performs the below checks visually on the entire material:
 - 7.2.3.1 Packing quality should be good.
 - 7.2.3.2 The rolls should be kept on a clean pallet and two products should not mix.
- 7.2.4 The QC person performs the below checks visually on any two rolls / boxes on a random basis:
 - 7.2.4.1 The information written on the label should match with the packing list, i.e. material name, size, customer name, surface, batch no., re-test date etc.
 - 7.2.4.2 There should be two labels on each roll, one on the top & the other inside the core.
 - 7.2.4.3 The information on the label should be complete, like spool no., roll no., joints etc.
- 7.2.5 Once the material conforms to the checks, the QC person shall put the "Pre-dispatch Inspection done" stamp on the packing list and put a signature.

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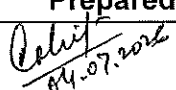
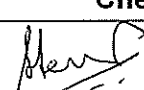
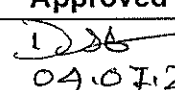
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8.0 REVISION HISTORY

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

Prepared By:	Checked By:	Approved By:
 04.07.2026	 04.07.2026	 04.07.2026

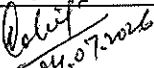
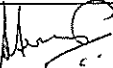
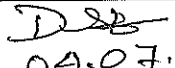
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Attachment : Pre-dispatch Inspection Stamp

The "Pre-dispatch Inspection done" stamp is applied on the packing list by the QC person as evidence of completed pre-dispatch inspection.

Prepared By:	Checked By:	Approved By:
 14.07.2026	 07.07.2026	 04.07.2026