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SHAKAMBHARI ISPAT & POWER LTD.

(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Vehicle Inspection			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/WHS/009	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To ensure that the vehicle is suitable for loading and transportation of finished goods without any risk of damage, contamination, or safety issues.

2.0 SCOPE

- 2.1 This SOP applies to all trucks, containers, vans, and other vehicles used for transportation of Raw Materials (RM), Packaging Materials (PM), Finished Goods (FG), and rejected or returned materials entering or leaving the facility.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 Nil

3.2 Attachments

- 3.2.1 Nil

4.0 RESPONSIBILITY

- 4.1 Warehouse & Dispatch Department.

5.0 DISTRIBUTION

- 5.1 Warehouse
5.2 Production
5.3 QA Department

6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 Nil

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

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7.0 PROCEDURE

7.1 Vehicle Verification:

- 7.1.1 Verify the vehicle number with the dispatch documents. Record the vehicle number, transporter name, driver's name, and contact number.

7.2 Vehicle Condition Check:

- 7.2.1 Ensure the vehicle is completely empty and free from any previous cargo.
7.2.2 Ensure the vehicle is clean, dry, and free from dust, oil, chemicals, and other contaminants.
7.2.3 Check that there is no water, moisture, mud, or foul odour inside the vehicle.
7.2.4 Inspect the vehicle floor and ensure it is free from nails, sharp edges, cracks, or any damage that may affect the packaging material.
7.2.5 Check the side walls and roof for holes, leakage points, or structural damage.
7.2.6 Ensure the vehicle body is free from rust or sharp projections that may damage the product.

7.3 Vehicle Document Verification:

- 7.3.1 Verify the validity of the following documents:
7.3.1.1 Registration Certificate (RC)
7.3.1.2 Insurance Certificate
7.3.1.3 Pollution Under Control (PUC) Certificate
7.3.1.4 Driver's Driving License

7.4 Photographic Record:

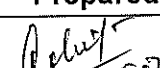
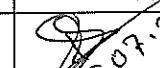
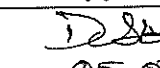
- 7.4.1 Take photographs of the empty vehicle from inside and outside before loading for record purposes.

7.5 Final Approval:

- 7.5.1 The Dispatch/QC Supervisor shall inspect the vehicle and verify all required documents.
7.5.2 Any abnormal condition such as contamination, moisture, leakage, damaged flooring, foul odour, insufficient space, or invalid documents shall be reported immediately.
7.5.3 Loading shall commence only after the vehicle is found satisfactory and approved by the Dispatch Supervisor.

8.0 REVISION HISTORY

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

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