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SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Material Issue and Return			**Page No.** 1 of 2
SOP No.	**Version No.**	**Effective Date**	**Next review date**
SIPL/WHS/003	00	07.07.2026	06.07.2028

1.0 PURPOSE

1.1 To define a procedure for issuance/return of Raw Material/Packing Material to/from the Production department.

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 : Material Issue Slip SIPL/WHS/003/F01/00

3.2.2 Attachment- II : Material Return Slip SIPL/WHS/003/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4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.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.

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 RM: Raw Material

6.2.2 PM: Packing Material

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

6.2.3 SOPs: Standard Operating Procedures

7.0 PROCEDURE

7.1 Issuance of RM/PM:

7.1.1 The Material Issue Slip/Job Card/Planning shall be submitted to stores with the signature of both the requestor and the approver.

7.1.2 Stores shall check the details mentioned in the slip/Job Card/Planning and check the available stock (inventory) of the particular item.

7.1.3 Check the number of rolls/boxes/items/containers to be issued and then issue them to the Production department. Place the issued material in the corridor (outside of the user hall) and inform the user about the issuance.

7.1.4 Only approved material is to be issued from the Raw Material/Packing Material stores.

7.1.5 Issuance of material is to be carried out strictly on a FIFO basis, i.e. First In First Out.

7.1.6 If there is no stock or insufficient stock of the item requested by production, inform the user about the same.

7.1.7 After issuance of material, note down the roll numbers, weight, etc., and make the necessary entries in the stock record / daily in-out record.

7.2 Taking Return of RM/PM:

7.2.1 Check the Material Return Slip for item no./description/net weight/reel/batch no., etc., before allowing the material to return.

7.2.2 Check the quality status of the material. If it is approved, add it to the stock (inventory). If it is rejected, confirm with QC and take the disposition action decided, then move it to the rejected area and wait for the final disposition action decided by QA.

7.2.3 Make the stock entry in the respective format.

8.0 REVISION HISTORY

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