

For Restricted Circulation only

 SHAKAMBHARI GROUP #SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Procedure for Production Planning & Control			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/PDS/003	00	06.07.2026	05.07.2028

1.0 PURPOSE

- 1.1 To define a procedure to establish planning of production and control of the produced material at each stage.

2.0 SCOPE

- 2.1 This SOP applies to all material which goes for processing in the Production Department.

3.0 REFERENCE(S) & ATTACHMENTS

- 3.1 **References**
 3.1.1 In-house
 3.2 **Attachments**
 3.2.1 Nil

4.0 RESPONSIBILITY

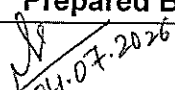
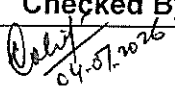
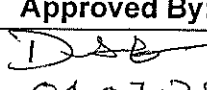
- 4.1 **Department Head**
 4.1.1 To prepare the SOP.
 4.2 **QA Head and Plant Head**
 4.2.1 To approve and to ensure the training of the SOP to all concerned personnel involved in implementation of the SOP.
 4.2.2 To ensure the implementation of the SOP after training.
 4.2.3 To approve new or revised SOP.

5.0 DISTRIBUTION

- 5.1 Quality Control
 5.2 Production

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:
 04.07.2026	 04.07.2026	 04.07.2026

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7.0 PROCEDURE

- 7.1 Material requirement shall be given based upon order booking, and sometimes on the basis of order forecasting.
- 7.2 The order is then broken up into the process sequence by the Production Head.
- 7.3 Process-wise production planning cum work order shall be prepared and authorized by the Head of the Department.
- 7.4 Production sequence shall be given based on FIFO order booking. Sometimes, due to customer urgency or any technical problem, the next jobs shall be taken into planning.
- 7.5 The entire production team, including the individual process owners, shall strive to achieve the customer requirement date of material.
- 7.6 Each process shall be monitored by the Department Head.
- 7.7 Production output shall be checked by the Department Head.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	NA
Details of revision: New SOP					

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 04.07.2026	 04.07.2026	 04.07.2026