



SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Dispatch of Finished Material			Page No. 1 of 3
SOP No.	Version No.	Effective Date	Next review date
SIPL/WHS/005	00	07.07, 2026	06.07, 2028

1.0 PURPOSE

- 1.1 To define a procedure for dispatching finished material to the customer. This procedure also describes 'safe delivery to the customer'.

2.0 SCOPE

- 2.1 This SOP applies to Dispatch 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 Out Gate Pass cum Delivery Notification
SIPL/WHS/005/F01/00

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4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.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

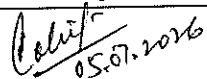
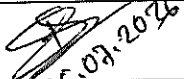
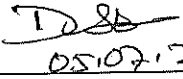
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 FG: Finished Goods
6.2.2 PO: Purchase Order

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

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6.2.3 COA: Certificate of Analysis

7.0 PROCEDURE

- 7.1 Take the daily/advance dispatch plan from the Planning department/Production Head.
- 7.2 Check the current stock of the material which is in the dispatch plan. If the stock is not available, inform the same to the Planning/Production Head. If the material is available in stock, check the order quantity, item code, size, etc., and prepare the packing list. Sign the packing list and put the purchase order number and date on the back of the packing list.
- 7.3 Submit one copy of the packing list to QC for COA preparation and pre-dispatch inspection.
- 7.4 Submit the other copy to the Accounts department for preparation of the invoice, E-way bill, Form 26A, and other required forms, if any.
- 7.5 Check the rolls once again, and allow QC to carry out the pre-dispatch inspection.
- 7.6 Carry out the inspection of the vehicle for cleanliness of the floor/sides and any foreign odour. If the vehicle does not pass the inspection, ask the driver to carry out the required cleaning.
- 7.7 Once the vehicle passes the inspection, bring the checked finished material into the dispatch bay for loading. Ensure that the air curtain is on while taking out the material.
- 7.8 Lay down some paper/plastic sheet on the floor of the vehicle. Then load the material in the vehicle in such a way that it does not fall off or get damaged during transit.
- 7.9 Once the material is loaded, fill the Material Out Gate Pass cum Delivery Notification and give the approved copy to the driver.
- 7.10 Once all the required documents like invoice/COA/Form 26A/Road Permit, etc., are available, ask the driver to proceed for the necessary entries at the security gate and leave for delivery.
- 7.11 After delivery of the material, make the stock entries in the record and follow the same procedure for each and every delivery.
- 7.12 **Contingency Plan in case of Vehicle Failure:** In case of vehicle (loaded with the finished material) failure while in transit due to technical breakdown/road blockage/accident/other reason, follow the below procedure:
 - 7.12.1 As soon as information of the vehicle failure is reported to Shakambhari Ispat & Power Ltd., send two people from Dispatch/HR/Stores/QC for understanding the situation on the site.
 - 7.12.2 If it is a technical vehicle failure and there is no loss/damage to the material/primary or secondary packing, arrange another vehicle from Shakambhari Ispat & Power Ltd. Carry out the vehicle inspection as per the process explained earlier, then transfer the material into the later vehicle and proceed for delivery.

Prepared By:	Checked By:	Approved By:
<i>Calu</i> 05.07.2026	<i>[Signature]</i> 05.07.2026	<i>D.S.</i> 05.07.2026

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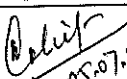
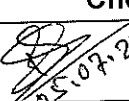
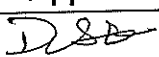
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- 7.12.3 If the material is damaged or the primary/secondary packing is torn/damaged, bring all material to the Shakambhari Ispat & Power Ltd. store. Ask QC to do the inspection of the material. Re-process/re-pack the material as per the instruction of QC, then proceed for dispatch as per the steps explained above.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	07.07.2026	CC No.	06.07.2028
Details of revision: New SOP					

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