

For Restricted Circulation only

 SHAKAMBHARI GROUP #SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Material Storage & Handling			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/WHS/002	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To define a procedure for material storage and handling in the RM/PM warehouse.

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 : Physical Stock Entry (Soft Copy) SIPL/WHS/002/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4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.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

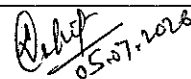
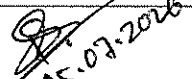
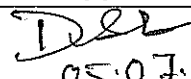
- 5.1 Quality Control
5.2 Production
5.3 Warehouse

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 RM: Raw Material
6.2.2 PM: Packing Material
6.2.3 SOPs: Standard Operating Procedures

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

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7.0 PROCEDURE

- 7.1 Stores shall ensure proper and convenient storage of all Raw Materials/Packing Materials until issue to the Production Department.
- 7.2 Every consignment/roll shall have the relevant information such as date of receipt, net weight, etc., so that the ageing of the material kept in the warehouse can be determined.
- 7.3 All material shall be kept clean and on safe pallets.
- 7.4 Stores shall ensure that the physical stock and the stock available on record in SAP match at all times.
- 7.5 Materials received back from the Production Department should be properly identified and stored in the designated area, after necessary entries are completed.
- 7.6 Material shifting from one place to another shall be carried out with proper safety. The handling equipment shall be cleaned properly before putting material on it.
- 7.7 Stores shall maintain the minimum inventory level of each item of RM/PM. As and when the inventory goes close to the minimum inventory level, information shall be passed on to the Planning department by Stores. The requisition/indent of RM/PM requirement shall then be prepared by the Planning department and submitted to the Purchase department.

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:
