PROCESS FROM STORES TO DISPATCH

GATE INWARD

1. The material should be received at the gate.
2. Vehicle should be instructed to park at right dock according to the components/items received.

RECEIVING

Visual verification of the component's packaging in the vehicle.
- If it is a open truck, visually verify the packaging of the components:
    - If the packaging is ok then unload the materials.
    - If the packaging is not ok, inform supervisor. Supervisor should take snaps of it and then the purchase should be informed for the packaging related issue of incoming material. After that unload the material.
- If it is a closed truck, then
    - First check whether the seal is intact or open.
        - If it is open then inform supervisor for the issue.
        - If it is intact then open the door to unload. After the door is opened, verify the packaging condition:
            - If the packaging is ok then unload the materials.
            - If the packaging is not ok, inform supervisor. Supervisor should take snaps of it and then the purchase should be informed for the packaging related issue of incoming material. After that unload the material.

STAGING

1. The material should be unloaded at the staging area in stores with proper counting in count sheets by stores in charge.
2. The acknowledge copy of the item received should be given to the vehicle's driver and he should be made to move out.
3. Once it is unloaded at the staging area, randomly material will be picked from the total lot according to the sampling size and moved to SQA for inspection.
4. Once the material is inspected by SQA,
    - If the sampled items are OK, then GRN to be made for the materials inspected. The GRN along with the material need to be handed over to the Stores Incharge.
    - If the sampled items are NOT OK then the items should be quarantined and sent back to the supplier end.

Once the stores Incharge receive the OK product, he should mix them with the good stock and store them accordingly in the racks specified with prior updation in system.

PICKING

Indent should be raised by production for the shift to receive the materials for line production.

STAGING

1. Based on the indent, materials should be picked from the desired areas and collected at the staging area for the shift by a group of two people.
2. From the staging area, kitting and checking of the items is done by another group based on one hour plan.

LINE FEEDING

1. After kitting the items/materials are loaded on trolleys and it is carried to line by another group with the supervisor.
2. The materials are then moved to different areas to deliver the items according to the indent.
3. After delivering the item the person has to get the sign from the operator of that area.

LINE RETURN

1. After delivering the item, the person should collect the left over item of the previous hour back to the stores with the return document.
2. Based on the return document the items are issued back to the stores with prior updation in system.

REWORK PICKING

For rework, separate indent should be raised for the shift.

STAGING

1. Based on the indent the items are picked from their area and moved to rework staging area.
2. Kitting is done for the hour and then loaded in the trolley.

REWORK FEEDING

1. The trolley is then moved to rework area for delivery of product hourly basis.
2. Once the items are delivered, the person should take a sign from the operator of rework area.
3. After the delivery, the items of the previous hour should be collected back from the area and with return document it should be moved back to stores.
4. The items are received by the stores based on the return document and proper updation is system.

FG PICKING

1. The PP boxes are issued to the line based on the indent for the shift by a group of two persons.
2. The assembled product after final inspection is moved to FG area where they are packed in PP boxes issued with product labelling on the box.
3. The packed boxes are moved to FG storage area by another group and stored accordingly.
4. The FGs should be loaded in vehicles according to the pick list generated by the dispatch team with the count sheet.

GROWTH PROSPECTUS

1. There are basically 9 processes in handling the above process as a whole. They are gate inward, receiving at the dock, staging, put away, picking, line feeding and return, rework picking & feeding and FG picking.
2. The persons involved in each activity have to expertise in their respective area.
3. After one gets expertise in their respective activity then they will be promoted for the next activity. During this activity promotion of an individual there will be some incentives for him for each activity he is promoted.
4. After completely getting expertise in each activity he will be made the executive of the stores with increment in payments.

Team Selection and Skill sets required

1. Team selected for this operation **should not** be of:
    a. Same family
    b. Same village or adjourning village or district
    c. For relatives
    d. Same religion
2. Team selected for this operation must have the following:
    a. Identity Card – (Voter's ID, Ration Card, PAN Card)
    b. Residence Contact No.
    c. Blood group
    d. Back ground Check

The team member should have the following qualities:

-   Should be 10th Pass
-   Reasonable communication skill.
-   Must be able to read, speak and write multi language, mainly Hindi and English.
-   Must be a team player.
-   Must have the experience to handle HPT, Stacker.

The team leader should have the following qualities:

-   Should +2 pass or college drop out
-   Good communication skill.
-   Must be able to read, speak and write multi language, mainly Hindi and English.
-   Must be a team builder.
-   Must have the license for driving fork lift.
-   Must have the knowledge for reconciliation.

Salary structure

Team members – Minimum Wages (as per agreed PAN IIT CTC for 12 hrs.)

Team leaders – Minimum Wages (as per agreed PAN IIT CTC for 12 hrs.)+ Rs.1000/-

1. The persons assigned for the above activities has to be divide into groups with a team leader, say 2-3 persons in a group with a team leader.

2. The team members have to work under the team leader.
3. The team leader has to maintain his team along with his own activity work.