

<b>JINDAL ALUMINIUM LIMITED ROLLING AND EXTRUSION DIVISION</b>			
<b>PROCEDURE FOR STORES</b>			
<b>DOC. NO. JAL/R&amp;E/STO/PR/17</b>		<b>TITLE PAGE</b>	
<b>Issue #</b>	<b>Issue Date</b>	<b>Revision No.</b>	<b>Revision Date</b>
<b>B</b>	<b>01.09.2017</b>	<b>00</b>	<b>01.09.2017</b>

**DISTRIBUTION LIST\***

Sl. No	COPY HOLDER
01	QMS COORDINATOR
02	STORES MANAGER

\*Soft copy available in ERP for reference.

Copy No.	
Copy Holder	

**AMENDMENT RECORD**

AMENDMENT			DISCARD		INSERT	
Sl. No	DATE	DESCRIPTION	Page No	Rev. No	Page No	Rev. No

	POSITION	SIGNATURE	DATE
Prepared by	AM- ISO CELL		
Verified by	MANAGER-STORES		
Approved by	DGM ( C )		

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}		
TITLE: PROCEDURE FOR STORES		
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017 Page # 01

## INDEX

SECTION		PAGE NO.
	INDEX	01
1.0	PURPOSE	02
1.1	OBJECTIVES	02
2.0	SCOPE	02
3.0	INTERFACE	02
4.0	ORGANIZATION CHART	02
4.1	ROLES, RESPONSIBILITIES AND AUTHORITIES	03-04
5.0	REFERENCES	04
6.0	DEFINITIONS/ABBREVIATIONS	04
7.0	INPUTS	04
8.0	OUTPUTS	04-08
9.0	PROCEDURE	08
10.0	PROCESS MONITORING	08
11.0	SAFETY AND ENVIRONMENTAL REQUIREMENTS	08-09
12.0	CONTROL OF NON CONFORMING OUTPUT	09
13.0	NON CONFORMITY & CORRECTIVE ACTION	09
14.0	RISKS AND OPPORTUNITIES	09
15.0	ANALYSIS & EVALUATION	09
16.0	CONTINUAL IMPROVEMENT	09
17.0	ORGANIZATIONAL KNOWLEDGE, COMPETENCE, AWARENESS AND COMMUNICATION	09
	LIST OF ANNEXURES	
	JAL/R&E/STO/ANX/01	10
	JAL/R&E/STO/ANX/02	11
	JAL/R&E/STO/ANX/03	12
	JAL/R&E/STO/ANX/04	13
	JAL/R&E/STO/ANX/05	14
	JAL/R&E/STO/ANX/06	15
	JAL/R&E/STO/ANX/07	16
	JAL/R&E/STO/ANX/08	17
	JAL/R&E/STO/ANX/09	18

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 02

## 1.0 PURPOSE

This document lays down the procedure to be followed by the Stores Department for issue, receipt, control and movement of materials.

## 1.1 OBJECTIVE

- To reduce the number of items reaching below minimum level.
- To ensure that the physical stock matches with the record.

## 2.0 SCOPE (CI: 8.5.4 of IS/ISO-9001:2015 - Preservation)

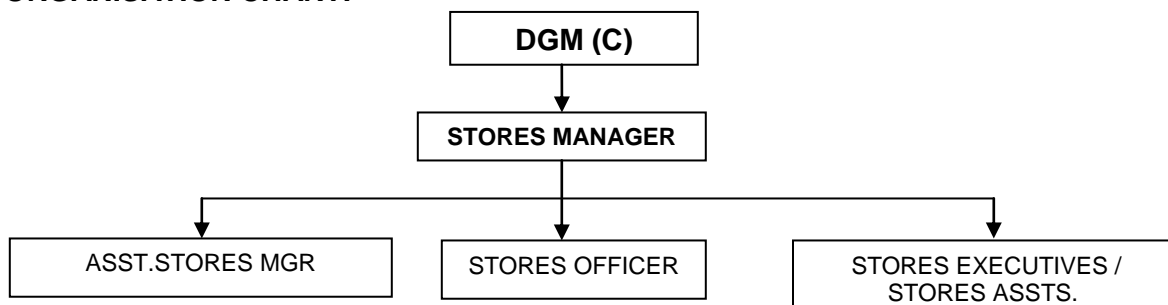
The scope of the procedure is to control the receipt and issue of material & movement in the following ways:

- a) Receipt of material
- b) Checking of goods received
- c) Issue of goods & maintain the record of receipt & issue transaction.
- d) Maintaining the levels of different items with the help of Bin Card / Computer
- e) Indenting of the Stores items as per Reordering level
- f) Forwarding the indents raised by different departments for procurement to Purchase Department

## 3.0 INTERFACE

- Purchase department
- Cast House
- Rolling / Slitting & Annealing
- Extrusion Foundry
- Extrusion Production
- Extrusion Tool shop
- Rolling QA
- Extrusion QA
- Maintenance
- Packing and Shipping
- Development
- Administration

## 4.0 ORGANISATION CHART:



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 03

#### **4.1 ROLES, RESPONSIBILITIES & AUTHORITIES** (Cl: 5.3 of IS/ISO-9001:2015)

##### **4.1.1 Stores Manager**

The Stores Manager is responsible for receipt of material, inspection, storage & preservation, issue and inventory control. The other responsibilities are

- a) To issue purchase indents for items based on re-ordering levels
- b) To follow up procurement periodically with Purchase Department
- c) To ensure requisite stocks for scheduled production
- d) To arrange for inspection of incoming material by the concerned personnel
- e) To process the Purchase Requisitions of various departments after verification of availability of stock.
- f) To identify and store the accepted materials in Stores and keep nonconforming material separately.
- g) To return the rejected items to the suppliers based on the instructions from Purchase Department.
- h) To identify risks and opportunities pertaining to stores
- i) Training of stores personnel

##### **4.1.2 Asst. Stores Manager/Stores Officer**

To assist the Stores Manager in all the activities of the department.

The main responsibilities are:

- a) To verify the incoming materials as per delivery challan / indent
- b) To identify and store the accepted materials in the proper areas
- c) To identify the rejected material and move them to designated areas
- d) To issue materials against the store issue slips after proper verification
- e) To scrutinise the purchase requisitions against the available stock before processing.
- f) To issue / receive tools after entries in the Tools Register

##### **4.1.3 Stores Executives / Stores Assts.**

The Stores Executives / Stores Assts will assist the Stores Manager & Stores Executive in all responsibilities listed at 4.1.2 (a) to (f) above and maintain the stores document, data and records pertaining to Stores activity.

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 04

#### 4.1.4 Helper

Helper will attend to the jobs assigned by the Stores Manager and other Staff of the department from time to time.

#### 5.0 REFERENCES

- |                                     |   |                        |
|-------------------------------------|---|------------------------|
| Procedure for Purchase (Indigenous) | - | JAL/R&E/PUR(IND)/PR/15 |
| Procedure for Purchase (Imports)    | - | JAL/R&E/PUR(IMP)/PR/16 |

#### 6.0 ABBREVIATION

- CH – Cast House
- ROL – Rolling
- EFDY – Extrusion Foundry
- EPRN - Extrusion Production
- TS – Tool Shop
- QA – Quality Assurance
- MAT – Maintenance
- P&S – Packing and Shipping
- DEV - Development

#### 7.0 INPUTS

- The purchase indents from the departments.
- Job work indent.
- Statement indicating items below minimum level stock.
- Purchased material.
- Approved Issue slip
- Discarded material.
- Re-ordering level statement for generating indent.

#### 8.0 OUTPUTS

- Issue of the materials as per the issue slip.
- The daily stock statement indicating the stock.(Bin Card)
- Identification of materials based on location.(Tag)
- Annual stock statement
- Disposal of obsolete material

#### 9.0 PROCEDURE

##### 9.1 Preparation of Purchase Indent

9.1.1 Purchase Requisition for stores items is divided into three categories

- a) Purchase directly from market (P1)
- b) Purchase including purchases through Branches and through correspondence procured through Purchase Orders (P2).
- c) Import items (P3)

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 05

### 9.1.2 Inventory Levels

For regular stock items, as soon as the re-ordering level reaches, intimation will be given to Purchase Department through Format No.JAL/R&E/STO/F/07 & No.JAL/R&E/STO/F/08 to procure these items. Records are available in the System.

If any item goes below the minimum level or reaches 'Nil' stock, intimation will be given through Format No.JAL/R&E/STO/F/07 or JAL-R&E/STO/F/08 to Purchase Department and User Department every alternate day so that the items are kept under control with constant follow up. Alternate or next size material will be used until the receipt of the material. Inventory Level List record JAL/R&E/STO/F/05 is updated and available in the System.

- 9.1.3 Location of the material is recorded in Format No. JAL/R&E/STO/F/12 and it is available in the System.
- 9.1.4 For Non-regular Items (all items other than those, which are under maximum / minimum levels), the Purchase Indent will be prepared by the respective departments in duplicate and countersigned by Departmental Head as shown in the Annexure No.JAL/R&E/STO/ANX/05. These items will be indicate as P1 or P2 or P3 as per Annexure JAL/R&E/STO/ANX/02.
- 9.1.5 The preparation of Purchase Indent department wise is mentioned in Annexure No. JAL/R&E/STO/ANX/03.
- 9.1.6 The Supervisors will pass on their requirements to Stores Assistant/Asst. Stores Executive by giving purchase Indent mentioning full technical description, material, etc., to feed into the system for proper checking/approval.
- 9.1.7 The Stores Assistant / Asst. Stores Executive / Stores Manager will check and sign the above. No indent shall be sent directly to Purchase Department without routing it through the Stores. The Asst. Stores Executive / Stores Manager will fill up the relevant columns in the indents and then forward it to the Purchase Department.
- 9.1.8 The Stores Assistant / Asst. Stores Executive / Stores Manager will mark / indicate whether the item indicated comes under item P1, P2 & P3 in indent copies as shown in Annexure No. JAL/R&E/STO/ANX/01.
- 9.1.9 The Stores Assistant / Asst. Stores Executive / Stores Manager will forward the copies of indent as per Annexure No. JAL/R&E/STO/ANX/02.
- 9.1.10 Slow Moving / Non-moving Inventory  
JAL's Extrusion Division and R&E shall exchange list of items in stock, which have not moved for more than six months once in quarter. The list will be circulated to the HOD's of Foundry, Rolling and Maintenance to see the possibilities of consuming. The list to be prepared in the following manner :

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 06

List of Non-Moving Inventory

(Item not moved for last six months )

Sl No	Code No	Description	UM	Last Issue date		
-------	---------	-------------	----	-----------------	--	--

9.1.11 Indent cancellation should be in ERP System as same indent Format by mailing to concerned departments

**9.2 Procedure to be followed on receipt**

- 9.2.1 The Stores Assistant / Asst. Stores Executive / Stores Manager will physically verify the items procured.
- 9.2.2 The Stores Manager / Asst. Stores Executive shall ensure that ordering quantity fixed for each item is purchased (as per indent) unless there are special reasons such as scarcity, imported items etc
- 9.2.3 The Stores Manager / Asst. Stores Executive after verification of quantity shall sign the bill
- 9.2.4 The Stores Clerk, after entry in Computer, will forward the bill to Accounts Department for further action.
- 9.2.5 The Stores Assistant / Asst. Stores Executive after checking the material received as per indent, will mark Department Name (as per Abbreviation Sl. No. 6 of this procedure.) in Daily Material Receipt Form as per Format No.JAL/R&E/STO/F/01.:
- 9.2.6 The Stores Assistant / Asst. Stores Executive will update Bin Card in the system as per Format No.JAL/R&E/STO/F/02.
- 9.2.7 Material for inspection will be kept separately for inspection with tag indicating the status of inspection. The inspection will be as per following:
- a) The aluminium ingot and aluminium scrap will be inspected by Cast House HOD or Dy/Asst Manager.
  - b) Foil stock, master alloy, HHF and consumables will be inspected by QA Manager or persons nominated by him.
  - c) Maintenance spares by HOD of Maintenance department or persons nominated by him.
  - d) Standard items of nature free issue items and first aid items will be inspected by Stores Manager or persons nominated by him.
- Accepted material shall be stored in the designated area with tag containing material description and location details.
- 9.2.8 Rejected material shall be maintained in the format no JAL/R&E/STO/F/14.

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR STORES			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 07

9.2.8 The dispatch documents received for the raw material like Aluminium ingots, logs and scrap are entered in a register as per format No.JAL/R&E/STO/F/11 having the caption "Raw Material Receipt". GRN will be prepared, but the material will not only be weighed but also physically counted (ingots & sow ingots only). The test certificates will be sent to the Foundry and the commercial documents will be sent to Shipping department. The DC numbers, No. of pieces will be written in paint marker on ingots and sow ingots..

9.2.9 Rejected material will be returned through Purchase Department. Material deviation will be referred to the Head of Indenting Department and decision taken to accept/reject. Items accepted on deviation shall be recorded on the bill. If material is to be used by a particular department before the receipt of bill, the concerned department should sign in the column of 'Checked by' in Format No. JAL-R&E/STO/F/01 for issuing of the material.

### 9.3 Issue of Material

- 9.3.1 Issue slip (one issue slip for 3 items only) as per Format No. JAL/R&E/STO/F/10 is required to  
9.3.2 be given to the Stores by concerned department supervisors for issue of any item.  
9.3.2 The Stores Assistant / Asst. Stores Executive will issue the goods to the concerned and sign. The Issue Slip of all goods issued on a particular day will be entered in the Computer as per item code same day.

### 9.4 Discarding of Spares and Stores Items

- 9.4.1 The Departmental Heads will send the discarded material along with the slip through Format No. JAL/R&E/STO/F/06 prepared by the concerned Supervisor to the Stores Manager clearly mentioning the defect and reason for discarding the material.  
9.4.2 Each month material will be transferred to Disposal Items Godown.

### 9.5 Free Issue Material (Without Issue Slip)

Certain free issue items like Cotton Waste, Old cloth, Chalk pencil, Bolts, Nuts etc., are issued in bulk and kept under the heading called Free Issue Items. These are required to have centralized control of such items and are issued as per the requirement to concerned departments.

### 9.6 Tools

- 9.6.1 Tools are separately kept in a specified tool rack and issued on returnable basis.

### 9.7 Used Items

Certain items, due to change in the design of an Equipment or Machinery, are returned to Stores for any future use. These items are entered in the system.



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.:JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 08

## 9.8 Job Work Indent

- 9.8.1 Certain items are required to be sent outside for job work for which, refer Format No. JAL/R&E/STO/F/09.
- 9.8.2 Job work indent cancellation by the concerned department should be given in the same job work indent Format No. JAL/R&E/STO/F/09 in ERP System & mail information also to concerned person

## 9.9 Goods Receipt Note

This is available online by Stores as and when any goods are received against P2. Refer Format No. JAL/R&E/STO/F/13.

## 9.10 Shelf Life Items:

List of shelf life items is maintained by Stores Manager and shelf life items are identified by a sticker indicating the name of the item, receipt date and expiry date. First in first out (FIFO) system is followed for these items and they are used before the expiry date.

## 9.11 Physical verification

Physical verification of material will be done on a daily basis. The value wise verification will be carried out by:

- a) Stores Manager + Asst Executive (Accounts) – Upto Rs.1.00 L
- b) Stores Manager + Asst Executive (Accounts) + Accounts Officer + Campus Manager – Upto Rs.5.00 L
- c) Stores Manager + Asst Executive (Accounts) + Accounts Officer + Sr. GM(C) - Above Rs.5.00 L

## 10.0 PROCESS MONITORING

- The Reordering level is monitored daily and report is available online in the System to Purchase for taking action.
- Locations of the material are verified at random by the Stores In-charge once in a month to ensure that the materials are kept in their places.
- Physical stock verification is carried out at random once in 3 months to ensure the quantity is as per the stock statement.

## 11.0 SAFETY AND ENVIRONMENTAL REQUIREMENTS

The following safety and environmental requirements are to be followed in Stores:

- a. Use safety shoes while moving on the stores.
- b. Use proper tools while unpacking of incoming material boxes.
- c. Avoid loose clothing while working.
- d. Use hand gloves while handling material.
- e. While lifting load by the crane/forklift, ensure that the load is within the safe working capacity of the crane/forklift.
- f. In the event of any accident / shock, to give First Aid immediately.

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/PR/17	Rev. No.: 00	Date: 01.09.2017	Page # 09

- g. To have full knowledge of operating the fire extinguisher in the event of fire hazards like for oil - Foam type, paper & gunny; Electrical - Carbon Dioxide and dry powder.
- h. Use sufficient light below the work spot to avoid accidents.
- i. In addition to above, any safety orders/instructions issued by Management from time to time, are also to be followed.

#### **12.0 CONTROL OF NONCONFORMING OUTPUTS**

The nonconforming materials are to be identified and stored separately until decision is taken by user department. The details are recorded in format JAL/R&E/STO/F/14

#### **13.0 NON CONFORMITIES AND CORRECTIVE ACTION**

The Non conformities in stores like quantity not matching or locations interchanged are analyzed for causes and suitable corrective action is taken to eliminate the Non –conformities.

The action taken is recorded in Format No.JAL/R&E/NCA/F/01.

#### **14.0 RISKS AND OPPORTUNITIES**

Risk & opportunity is defined as separate procedure. JAL has established, implemented & maintained this procedure for managing risk & opportunities.

#### **15.0 ANALYSIS AND EVALUATION**

The Number of items reaching below minimum level is analysed on a quarterly basis for taking action.

#### **16.0 CONTINUAL IMPROVEMENT**

The quality objectives are monitored for improvement during the department meeting and the current level of the objectives is noted down and target level is fixed for the next period and action plan is developed to attain the target level and monitored for improvement. The details are recorded in the format JAL/R&E/QMSC/F/01.

The effectiveness of corrective and preventive action taken for the non-conformities is also monitored for improvement.

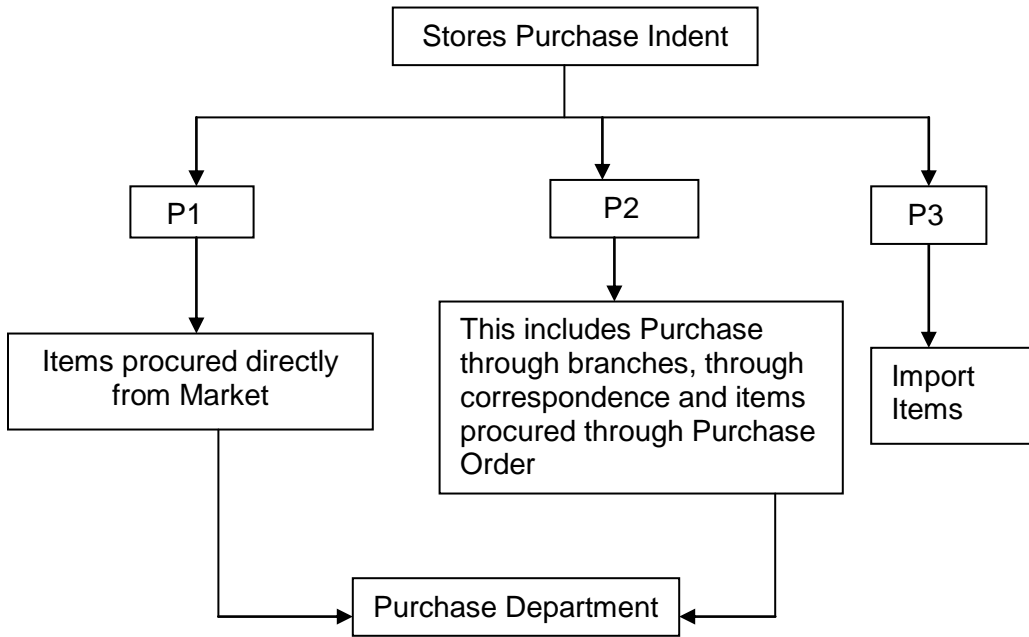
#### **17.0 ORGANIZATIONAL KNOWLEDGE, COMPETENCE, AWARENESS AND COMMUNICATION**

Training is defined as separate procedure. The purpose of this procedure is to define the requirements for positions in the company affecting quality, for hiring and training employees to ensure these requirements are met, and for evaluating the effectiveness of training provided.

List of training records is shown in the annexure No JAL/STO/ANX/08& maintained by Stores - HOD Competency chart is identified for all positions in stores department as per Annexure JAL/STO/ANX/09.

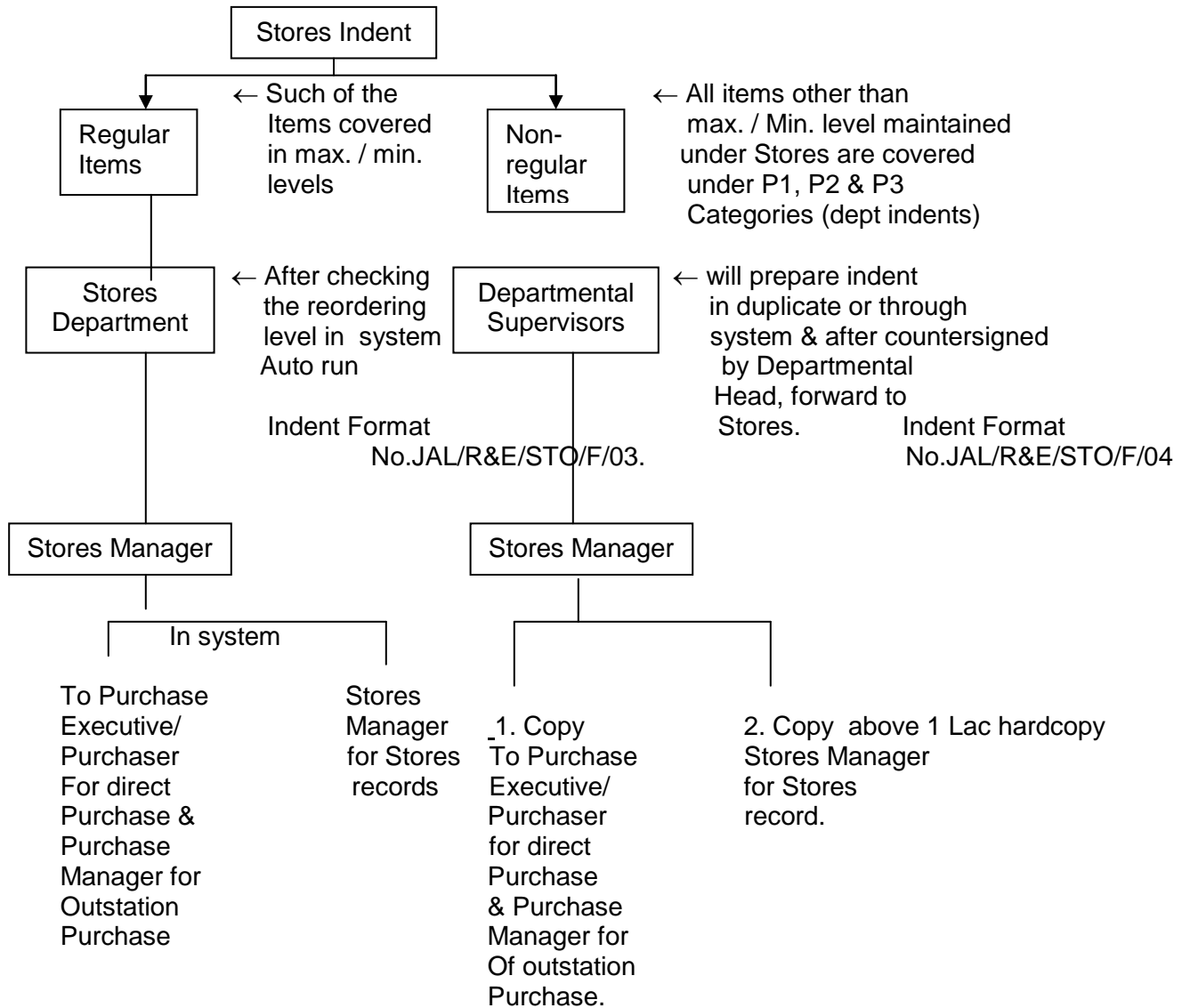
JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/01	Rev. No.: 00	Date: 01.09.2017	Page # 10

**FLOW CHART FOR STORES INDENT BASE OF MAXIMUM / MINIMUM LEVELS**

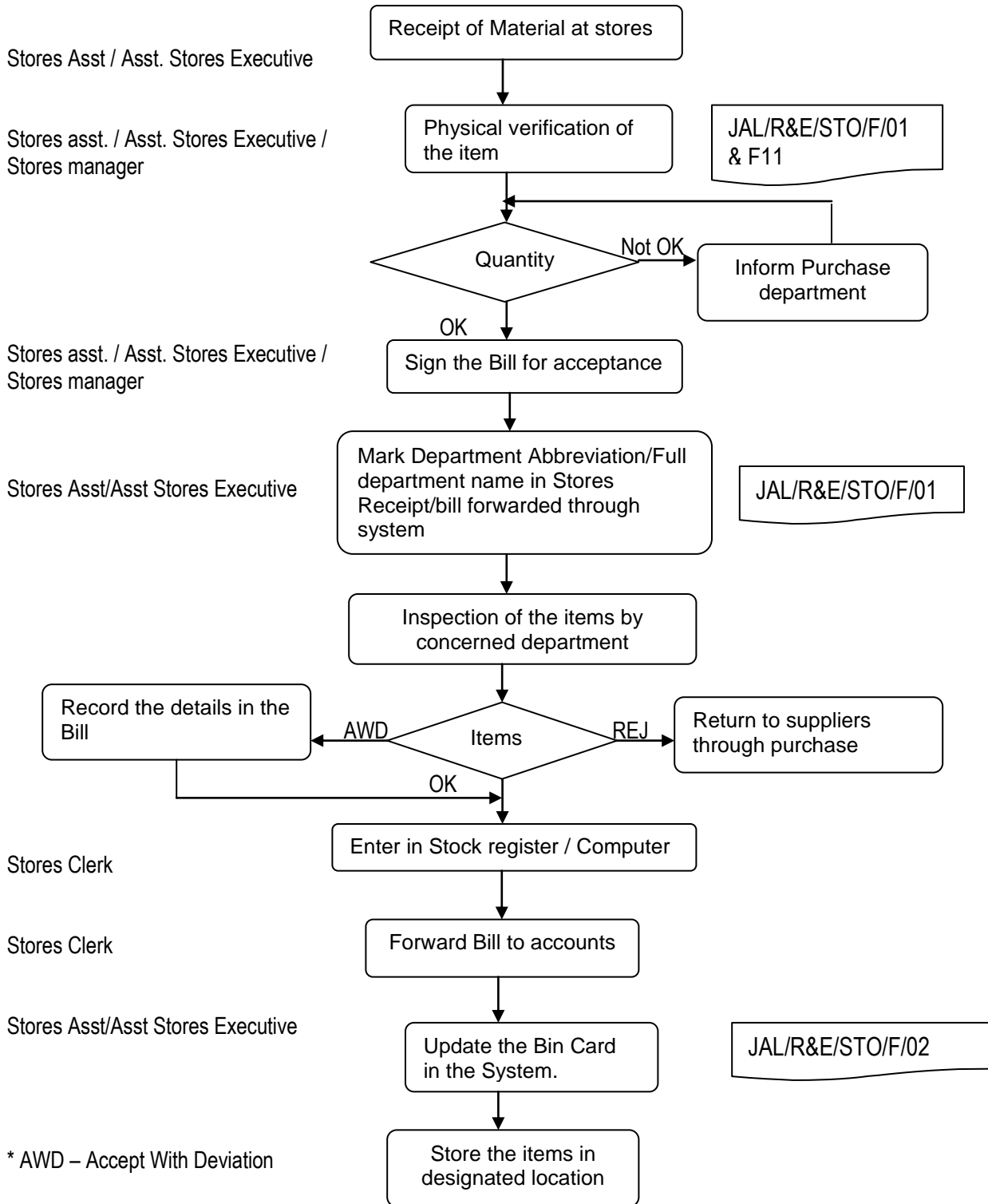


JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION }			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/02	Rev. No.: 00	Date: 01.09.2017	Page # 11

**PROCEDURE FOR STORES INDENT**

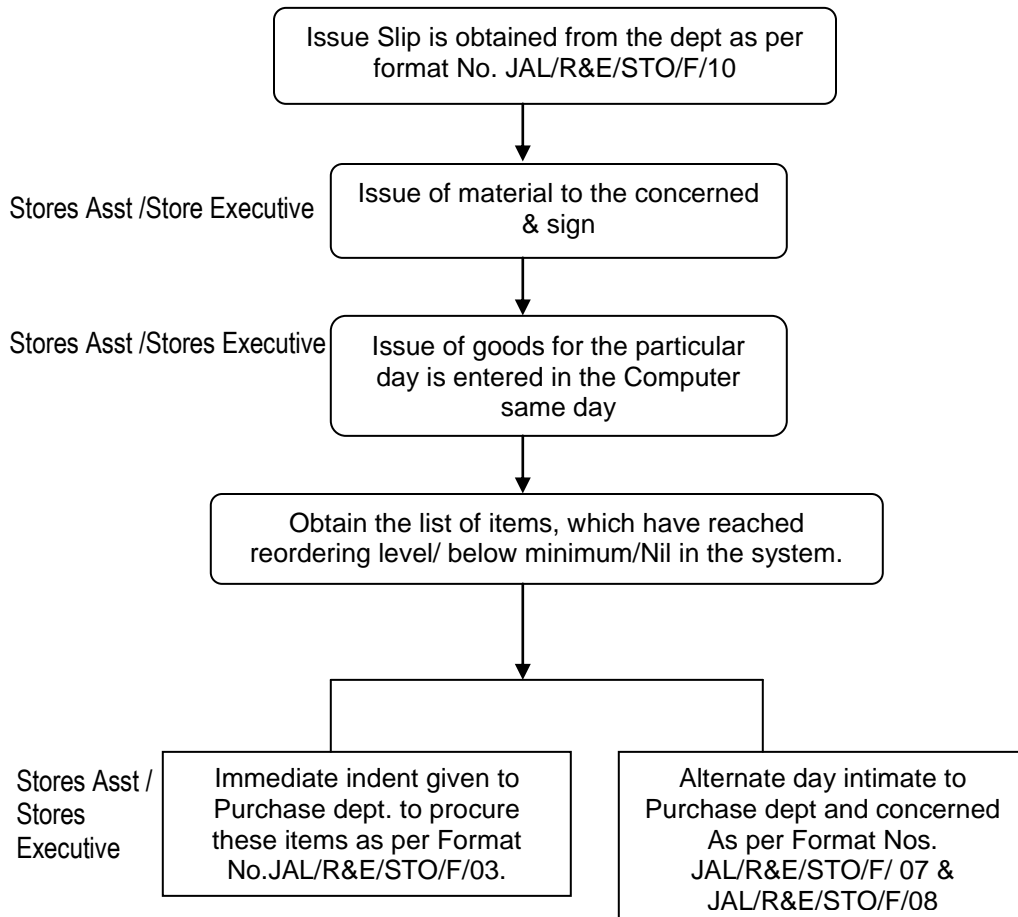


**Flow Chart for receipt of material**



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/04	Rev. No.: 00	Date: 01.09.2017	Page # 13

**FLOW CHART FOR ISSUE OF MATERIAL**



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/05	Rev. No.: 00	Date: 01.09.2017	Page # 14

**DEPARTMENT-WISE PERSON RESPONSIBLE FOR PURCHASE INDENT**

Sl. No.	DEPARTMENT	PREPARED BY	COUNTER SIGN BY
1	<b>Maintenance</b> a) All rolling mills, slitter, b) Cranes, annealing furnace, machine shop-, Pump House c) Power House, Pump House. d) Non-Plant ( all Types – Civil, sanitary, water supply)	Asst. Mgr. (Maint) / Supervisor Maint. Engineer / Supervisor Elec. Supervisor / Asst. Manager (Maint.) Manager Maint.	GM/DGM/AGM
2	Cast house	Supervisor/Dy. Manager	HOD
3	Shipping & Packing	Dy. Manager/ Manager (Packing & Shipping)/Supervisor	GM/DGM(C)/ HOD
4	Extrusion Foundry	Foundry Supervisors	HOD
5	Quality Assurance (Rolling and Extrusion)	QA supervisor / Asst. Manager QA	AGM QA/ Sr Mgr QA
6	Development	Dev. Supervisors/ Asst. Mgr.,	AGM (Development)
7	Tool shop	Supervisor / Asst. Manager	HOD
8	Extrusion Production	Supervisor / Asst. Manager	HOD
9	Rolling Production	Supervisor / Asst. Manager	HOD

**Note:** Next person will prepare / countersign in absence of above from their respective departments.

		JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}		
<b>TITLE: PROCEDURE FOR STORES</b>				
Doc.No.: JAL/R&E/STO/ANX/06	Rev. No.: 00	Date: 01.09.2017	Page # 15	

### RECEIPT OF ALUMINIUM INGOTS

01. To check the actual quantity received, which will be verified by Stores Department with reference to the Lorry Receipt / Gate Pass.
02. Arrange to unload the material in Foundry after seeing a suitable place.
03. Identification of lots received will be made by giving reference of GST bill/ Lorry Receipt Number and quantity (number of pieces)
04. Issue and control of Raw material shall be done by Shipping Department.
05. Material is accepted with a weight tolerance of - 0.5% and +1%. If the variation is more than tolerance the same will be referred to GM for further action.

### USED ITEMS LYING IN STORES

Sometimes, due to changes in design of an equipment or machinery, certain items which are issued, but not used & reusable, are categorised as 'Used Items". To have a centralised control, these items are being kept in Stores with tag.

01. Any item given back to Stores must carry item description with full technical details.
02. Stores Department will keep the same in suitable racks and maintain Bin Card in system for all such items.
03. Stores Department will put all its efforts to make use of such items wherever possible.
04. Before use, concerned department person will check for the usability.



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/07	Rev. No.: 00	Date: 01.09.2017	Page # 16

### LIST OF RECORDS

Sl. No	Description of Format	Format Number	Retention Period(Min)
1	Stores Receipt	JAL/R&E/STO/F/01	Available in System
2	Bin Card	JAL/R&ESTO/F/02	Available in System
3	Purchase Indent (Regular Items)	JAL/R&E/STO/F/03	Available in System
4	Purchase Indent (Non-Regular items)	JAL/R&E/STO/F/04	Available in System
5	Inventory Levels	JAL/R&E/STO/F/05	Available in System
6	Discarded Material	JAL/R&E/STO/F/06	One Month
7	Items Gone Below Minimum	JAL/R&E/STO/F/07	One Month or after receipt of the material
8	Stock Items with Nil Stock	JAL/R&E/STO/F/08	One Month or after receipt of the material
9	Job Work Indent	JAL/R&E/STO/F/09	Till items are repaired
10	Store Issue Slip	JAL/R&E/STO/F/10	One year
11	Raw Material Receipt	JAL-R&E/STO/F/11	One Year
12	Inventory Items Master	JAL/R&E/STO/F/12	Available in System
13	Goods Receipt Note	JAL/R&E/STO/F/13	Available in System
14	Rejected material	JAL/R&E/STO/F/14	Available in System
15	Quality Objectives monitoring Record	JAL/R&E/QMSC/F/01	Three years
16	Nonconformity and Corrective Actions	JAL/R&E/NCA/F/01	Until action is completed

### TRAINING RECORDS

Type of Records	Format Reference	Responsible Person	Retention Period
a. Employee detail	JAL/R&E/TRG/F/01	} HOD	Till person in service
b. Training needs identified	JAL/R&E/TRG/F/02		1 Year
c. Record of Training Imparted	JAL/R&E/TRG/F/03		1 year
d. Review of Effectiveness of Training	JAL/R&E/TRG/F/03		1 year

**Note:**

The computer generated documents (soft copy) will not be having the signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.

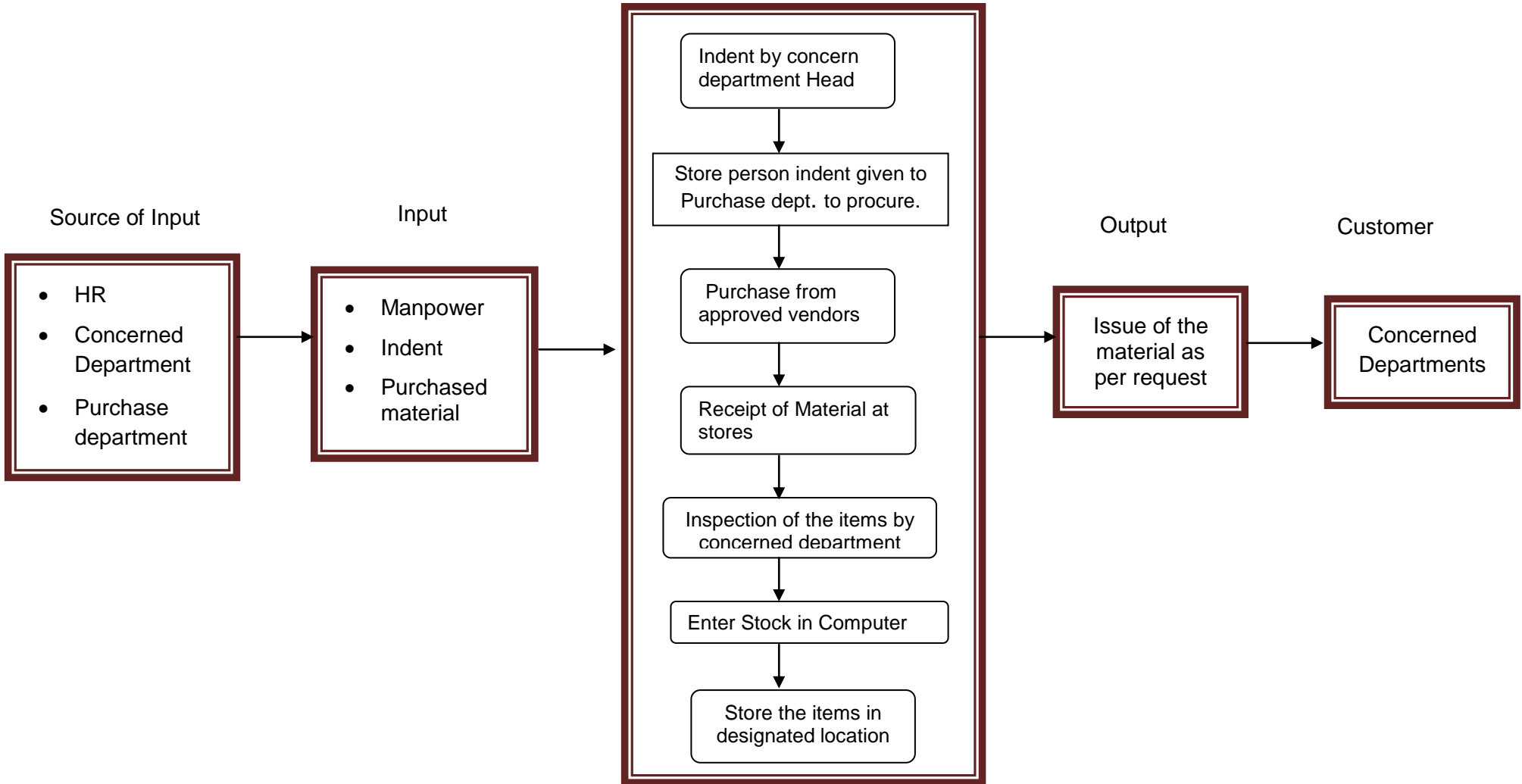
JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
<b>TITLE: PROCEDURE FOR STORES</b>			
Doc.No.: JAL/R&E/STO/ANX/08	Rev. No.: 00	Date: 01.09.2017	Page # 17

### COMPETENCE CHART

Name of department: STORES			
IS/ISO 9001:2015 clause number 7.2			
SI.No.	Position	Required qualification*	Experience required
1	Manager – Stores	Any graduate	10 Years
2	Dy. Manager - Stores	Any graduate	08 Years
3	A M - Stores	Any graduate	06 Years
4	Stores Officer	Any graduate	04 Years
5	Stores Executive	Any graduate	03 Years
6	Stores Assistant	Any graduate	02 Years
7	Management trainee	Any graduate	00 Year
8	Helpers	10 Std	01 Years
*Note: Relaxation in qualification can be given in case the candidate is having sufficient experience in relevant field.			
Prepared by:		Approved by:	
HOD		HR	

**SIPOC**

Process activities





**JINDAL ALUMINIUM LIMITED**

**DIE PERFORMANCE REPORT**

Format No.JAL/R&E/TS/F/02

(For Presses DP1, DP2, DP3, DP4 and DP5)

Date	Section / Die No.	Performance	Remarks

PREPARED BY  
SUPERVISOR / ASST MGR

CHECKED BY  
MANAGER (TS)

RETENTION PERIOD: TILL CORRECTION IS OVER

**JINDAL ALUMINIUM LIMITED**

**DIES AND TOOLING APPROVAL FOR MONTHLY PLANNING**

Format No.JAL/R&E/TS/F/03

SL NO	DATE	SECTION/TOOL	PLANT	REASON FOR
		DIE NO	DIE MFG DATE	TOTAL
PROD. QTY		SEC. DESC		
OLD SECTION				

STOCK	ITEMS TO BE MADE	LAST MONTH PUSH QTY	QTY
REMARKS	TYPE		
PRESS	NO OF DIES APPROVED	STD LIFE	
NO			

PREPARED BY

CHECKED BY

APPROVED BY

Supervisor / Asst Mgr

Manager (TS)

Shipping / Marketing / Export

RETENTION PERIOD: 6 MONTHS

**JINDAL ALUMINIUM LIMITED**

**DIE CORRECTION FOR ROUND TUBE**

Format No.JAL/R&E/TS/F/04

DATE : SECTION NO. :  
PLANT CODE : DIE NO. :  
REFER DOCUMENT NO. : NO. OF PIECES IN  
LAST DATE OF RUN : 100 kg AS PER LAST RUN :  
LAST PERFORMANCE : DATE OF RUN OF  
**CORRECTED DIE** :

DIE CLEARANCE IN THOU  
DIMENSIONS CHECKED AFTER HEAT  
TREATMENT :  
VISUAL

**INSPECTION:**

EXISTING SETTING	CORRECTION

PREPARED BY  
OPERATOR

CHECKED BY  
SUPERVISOR / ASST MGR / MANAGER

RETENTION PERIOD: 1 MONTH / TILL CORRECTION IS OVER

**JINDAL ALUMINIUM LIMITED**

**DIE CORRECTION REPORT**

Format No.JAL/R&E/TS/F/04A

Section Number	
Die Number	
Press Number	
No. of Holes	
Dimension with Sketch	

Prepared by

OPERATOR

Checked By

SUPERVISOR / ASST MGR / MANAGER

RETENTION PERIOD: 1 MONTH



**JINDAL ALUMINIUM LIMITED**

DIES REJECTION DURING.....

(Month & Year)

Format No.JAL/R&E/TS/F/05

IN CIRCULATION TO: DGM / GM

Sl. No	Plant	Sec No.	Die No.	Die Description	Prodn in Kgs.	Reason for Rejection	Average life in MT	Remarks/Performance

PREPARED BY

CHECKED BY

SUPERVISOR / ASST MGR

MANAGER

RETENTION PERIOD: 3 MONTHS

**JINDAL ALUMINIUM LIMITED**

**DIES ACCOUNTS QUERY**

Format No.JAL/R&E/TS/F/06

Plant:.....Section:..... Retrieve Die No.....Detail

Plant no.	Die no.	Manufacturing date	Push	Holes	Last Nitriding Date	Remarks

Backer	Bolster	Spl. Backer	W. Chamber	Ring	Die type

RETENTION PERIOD: LAST 3 RUNS

**JINDAL ALUMINIUM LIMITED**

**TOOLING REJECTION DURING .....(Month & Year)**  
Format No.JAL/R&E/TS/F/07

IN CIRCULATION TO: DGM © / GM

Sl. No.	Plant	Tooling No.	Tooling Description	Mnfg Date	Reasons for Rejection	Remarks

PREPARED BY

CHECKED BY

SUPERVISOR / ASST MGR

MANAGER (TS)

RETENTION PERIOD: 3 MONTHS

**JINDAL ALUMINIUM LIMITED**

**DIE STOCK AS ON:** \_\_\_\_\_  
Format No.JAL/R&E//TS/F/08

Sl. No	Section	Die No.	Holes	Mfg Date	Die Type	Remarks

Prepared by:

SUPERVISOR / ASST MGR / ACCOUNTS MGR

Checked by:

MANAGER (TS)

Retention period: 3 Years.

# JINDAL ALUMINIUM LIMITED

## DIE FAILURE REPORT (JAL/R&E/EQA/F/09)

Date:

Press	Total no. of Dies run	Dies Failed	% of Failure	Trial	DWA
DP1					
DP2					
DP3					
DP4					
DP5					
TOTAL					

Sl No	Press No	Sec No	Die No	Reasons for failure	Alloy	Batch No	Reqd Qty	Push	Corrective Actions	Remarks

Retention Period: Soft copy (Available in system)

**JINDAL ALUMINIUM LIMITED**

**INSTRUMENTS CALIBRATION RECORD**

Format No.JAL/R&E//CAL/F/01

SL. NO.	DESCRIPTION OF THE INSTRUMENT	MAKE	SL.NO.OF INSTRUMENT	LOCATION	CALIBRATED ON
01	02	03	04	05	06

ERROR	CALIBRATION DUE ON	CALIBRATED BY	APPROVED BY	REMARKS
07	08	09	10	11

RETENTION PERIOD: ONE YEAR

**JINDAL ALUMINIUM LIMITED**

**CALIBRATION RESULTS**  
Format No: JAL/R&E/CAL/F/02

INSTRUMENT NO		ROOM TEMPERATURE		
DESCRIPTION		DATE OF CALIBRATION		
LOCATION		DUE FOR CALIBRATION		
MASTER STANDARD USED				
CALIBRATION PROCEDURE REFERENCE				
SL.NO.	STANDARD VALUE	OBSERVED VALUE	ERROR ±	REMARKS

BY: CALIBRATED BY:

VERIFIED

SUPERVISOR / ASST MGR

MANAGER

DEPARTMENT HEAD

Retention Period: One Year

## JINDAL ALUMINIUM LIMITED

### LIST OF INSTRUMENTS FOR CALIBRATION

Format No. JAL/R&E/CAL/F/03

Sl. No	Equipment Type	Make	Identification Mark	Location	Frequency Of Calibration	Calibration Reference	Acceptance Criteria

RETENTION PERIOD: ONE YEAR



**JINDAL ALUMINIUM LIMITED**

**QUALITY OBJECTIVES MONITORING RECORD**  
(JAL/R&E/QMSC/F/01)

- 1.0 Department
- 2.0 Quality Objectives:
- 3.0 Reference Document:
- 4.0 Responsibility:

Sl. No.	Month	Target	Actual	Target period	Action Plan	Remarks

RETENTION PERIOD: 3 YEARS



# JINDAL ALUMINIUM LIMITED

## **NONCONFORMITY AND CORRECTIVE ACTIONS**

As per clause number 10.2 of IS/ISO 9001 : 2015)  
(JAL/R&E/NCA/F/01)

NC & CA No.	DATE:	DEPARMENT:
NON-CONFORMITY RELATED TO:		
i. PRODUCT <input type="checkbox"/>		iv MAINTENANCE <input type="checkbox"/>
ii. PROCESS <input type="checkbox"/>		v OTHERS <input type="checkbox"/>
iii RECORDS <input type="checkbox"/>		
DESCRIBE OF NON- CONFORMITY:		
ROOT CAUSE OF NON-CONFORMITY:		
CORRECTIONS:		
CORRECTIVE ACTION	RESPONSIBILITY	DATE OF COMPLETION
Checked by:	Verified and Approved by:	
	(Department Head)	

**Retention period:** Until Nonconformity is closed and corrective action is implemented.  
CC: QMS COORDINATOR

**JINDAL ALUMINIUM LIMITED**

**EMPLOYEE DETAILS**

(JAL/R&E/TRG/F/01)

Div Code :

Dept. Code :

Staff Code :

Name :

Designation:

Sex :

D.O.B :

D.O.J. :

Educational Qualifications	Year	Current knowledge (Professional Training)	Year
Previous Experience			
Nature of Job		Duration	
Promotions		Year :	
Additional knowledge			
Programme	Duration	Conducted By	Review

DEPT. HEAD

**Retention period:** Until end of service

**JINDAL ALUMINIUM LIMITED**

**TRAINING NEEDS IDENTIFIED**  
**DURING APR TO MAR**  
(JAL/R&E/TRG/F/02)

DEPARTMENT:

Sl. No.	Name	Designation	Dept	Type of Training required	Schedule of Training

Prepared By

SUPERVISOR / ASST MGR

Approved By

MANAGER (TS)

