

JINDAL ALUMINIUM LIMITED ROLLING AND EXTRUSION DIVISION			
PROCEDURE FOR PACKING AND SHIPPING			
Doc.No. JAL/R&E/SHP/PR/18		Title page	
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AMENDMENT RECORD

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Prepared by	SR. MGR (P & S)		
Verified by	QMS COORDINATOR		
Approved by	DGM (COMM)		

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	JAL/R&E/ANX/F/05	

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1.0 PURPOSE

The purpose of this document is to provide guidelines to be followed for packing & shipping of rolled products as well as extrusions.

1.1 OBJECTIVES

Reduction in transportation cost for the material shipped.

2.0 SCOPE :

- 8.5.1 Control of production and service provision
- 8.5.2 Identification and traceability
- 8.5.4 preservation

- a) To do proper packing and shipping as per specification.
- b) Use of specified packing materials.
- c) To do special packing, if specified by customer.
- d) To arrange transport.

3.0 INTERFACE

- a) Marketing (Domestic)
- b) Marketing (Export) Rolling QA
- c) Extrusion QA
- d) Rolling
- e) Extrusion
- f) Stores
- g) Accounts

4.0 DEPARTMENT FUNCTIONAL CHART:

The Department functional chart of Packing & Shipping is shown in Annexure No. JAL/R&E/SHP/ANX/01.

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

DGM (C) looks after packing and shipping of Rolling & Extrusion products

4.1.1 SENIOR MANAGER (PACKING & SHIPPING)

The Sr. Manager is responsible for packing and shipping of R&E products against various orders of the organization. The main responsibilities are

- a) To obtain indents from Branch offices of Jindal R&E.
- b) To consolidate the requirements of foils, sheets and extrusions from branches as well as Marketing and issue production plan on daily basis.
- c) To get the accepted materials packed as per JAL specification or customer packing instruction, as the case may be.
- d) Training of personnel of packing and shipping department.

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- e) To identify risks and opportunities in packing and shipping
- f) The dispatch documents to be prepared are as listed under document No. JAL/R&E/SHP/ANX/02.
- g) To prepare the dispatch documents and arrange for despatch as per the conditions in the orders.
- h) To ensure proper handling and storage of the finished products.
- i) To forward dispatch documents to the customers.

4.1.2 MANAGER-PACKING AND SHIPPING

The Manager-Packing and Shipping is responsible for arranging packing and shipping of foils, coil/sheets as per JAL-R&E standards or as per the requirement of customer. The foil coil/sheet are to be got weighed before packing. After packing, the packed foil coil/sheets are to be got loaded onto the trucks and get the packing slip made. He will also be responsible for statutory requirements like excise, customs, etc.

4.1.3 ASST. MANAGER (PACKING & SHIPPING)

The Asst. Manager (Packing & Shipping) is responsible for arranging of packing and shipping of extrusions as per JAL R&E standards or as per customer requirements. in accordance with the order. The extrusions are to be got weighed before packing. After packing, the packed extrusions are to be got loaded on to the trucks and get packing slip made. He will also be responsible for statutory requirements like excise, customs, etc.

4.1.4 ASST. SHIPPER

The Asst. Shipper is responsible for:

- a) Inward & Outward movements of finished products from the production area.
- b) To weigh and pack the finished products as per the acceptance of the order.
- c) To identify and store the packed materials till despatch.

4.1.5 PACKING SUPERVISOR/S

Packing Supervisor/s works under the guidance of Manager/Asst. Manager-Packing and shipping and be responsible for storing in warehouse of all products received after inspection, weighing and recording the weight, get the packing done as per requirement and load the packed products onto the trucks and prepare the packing slip. The complete loading details are sent to Sr. Manager/ Manager/ Asst Manager(Packing and shipping) for billing.

4.1.6 DESPATCH ASSISTANT/S

The Despatch Assistant/s assist the Assistant Shipper in all the activities listed at 4.1.4.

5.0 REFERENCES:

- Rolling procedure No. JAL/R&E/ROL/PR/07
- Extrusion Production Procedure No. JAL/R&E/EPR/PR/09
- Rolling Quality Assurance Procedure No. JAL/R&E/QA/PR/10
- Extrusion Quality Assurance No. JAL/R&E/EQA/PR/11

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6.0 DEFINITIONS / ABBREVIATIONS

- a) A.O - Acceptance of Order
- b) N.M.R. - Not in Manufacturing Range
- c) P.I. - Proforma Invoice
- d) E.P.A. - Export Production Advice
- e) P.F. - Production Format
- f) P.P.F. - Polypropylene film

7.0 INPUTS

- a) Order release report
- b) Weighment details.
- c) Details of dispatch.
- d) Payment advice from accounts/marketing.
- e) Packing list
- f) Clearance from QA department for dispatch

8.0 OUTPUTS

- a) Foil/Coil/Sheet & Extrusion program
- b) Invoice & DC
- c) Documents as per customer requirements.
- d) Packing Slip

9.0 SAFETY AND ENVIRONMENTAL REQUIREMENTS

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

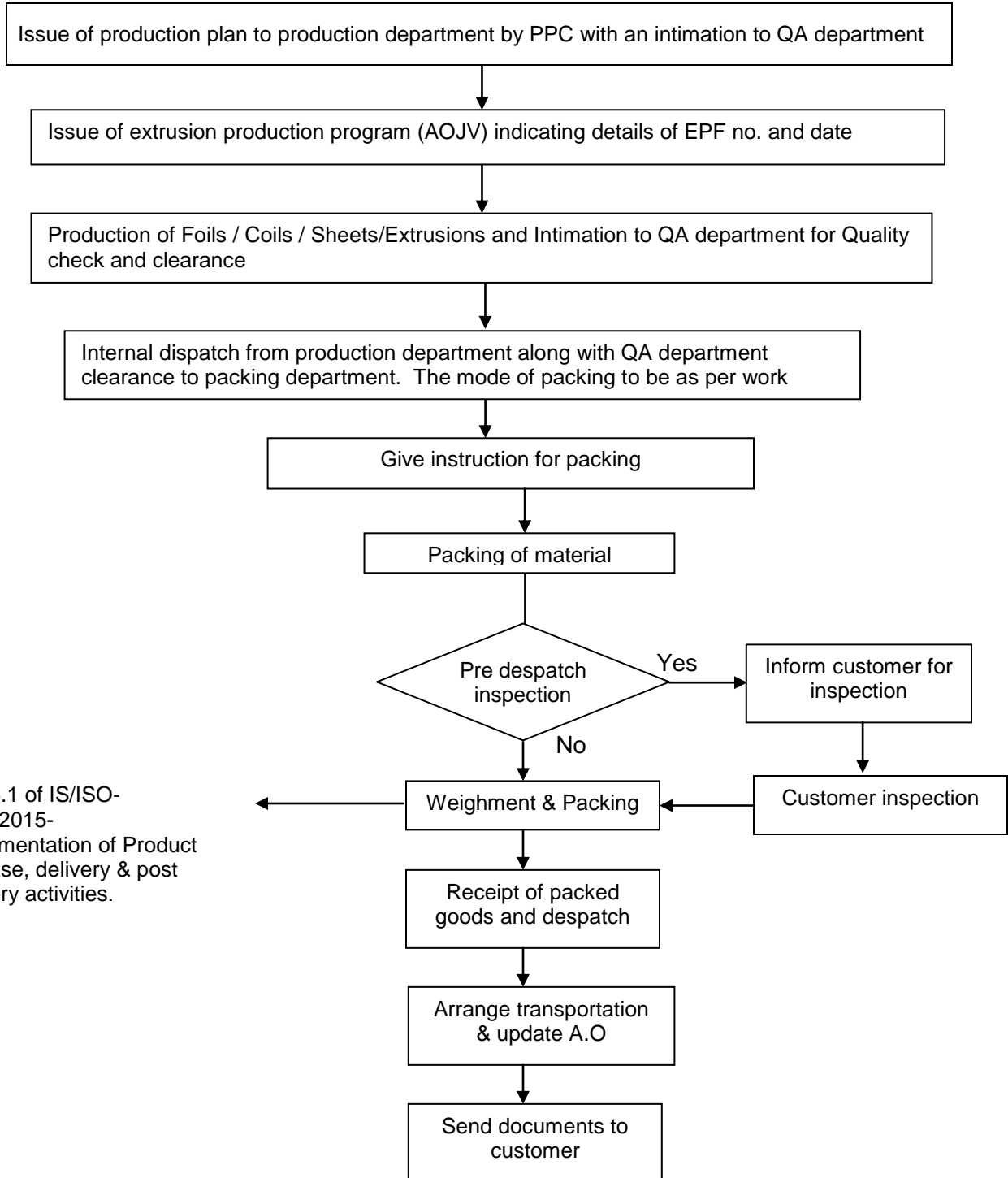
- a. Use safety shoes while moving on the shop floor.
- b. Use proper tools while packing of materials.
- c. Avoid loose clothing while working.
- d. Use hand gloves while handling material.
- e. While lifting load by the crane, ensure that the load is within the safe working capacity of the crane.
-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

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10.0 PROCESS - Planning & Despatch:

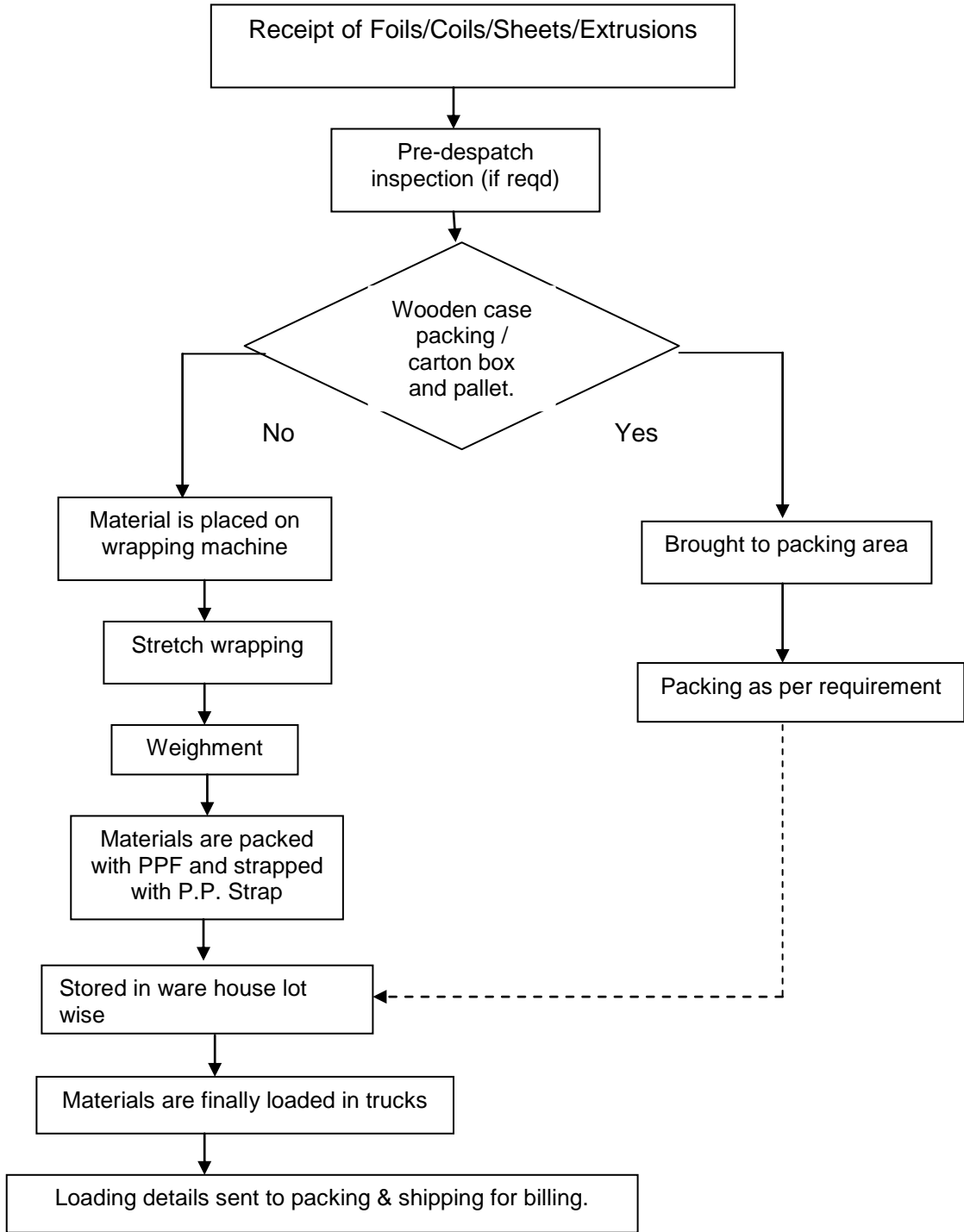
10.1 Flow chart for Planning & Despatch

(CI: 8.1 of IS/ISO-9001:20015 – Operational planning and control)



CI 8.5.1 of IS/ISO-9001:2015-
Implementation of Product Release, delivery & post delivery activities.

FLOW CHART OF PACKAGING ACTIVITIES
 (Clause 8.5.4 of IS/ISO-9001:2015 - Preservation)



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Note: The planning & dispatch process to be for Extrusion followed are as addressed in JAL/R&E/SHP/ANX/04.

10.2 Description of planning & despatch.

10.2.1 Production list of cleared Acceptance of Orders as per Format No. JAL/R&E/MAR/F/06 shall be released by 1st week of every month and subsequent lists shall be issued to Packing & Shipping Department by Marketing Executive / Authorized Signatory.

For extrusion, the extrusion programme is issued in format No: JAL/R&E/MAR/F/07 with AOJV number.

10.3 Customer Inspection

10.3.1 When pre-despatch inspection is agreed in the contract, the procedure given here shall be followed.

10.3.2 When the material is ready for inspection / collection, customer will be informed through a printed Format No. JAL/R&E/MAR/F/08 (only for rolled products) or by mail. When Test Certificate is called for in the contract, the same is sent to customer.

10.4 Handling, Storage, Packaging & Delivery

10.4.1 Handling

- a) Handling through Fork Lift truck and packed by the Packing department and stored in the designated area for dispatch.
- b) Proper care to be taken while placing foils/coil/sheets in the packaging area to avoid damage.
- c) The rolls are stored in the racks..
- d) Rolls shall not be dropped while keeping in the bays to avoid damages.
- e) Only good pallets shall be used and all the damaged pallets shall be replaced immediately.
- f) Rolls shall not be dragged when they are not packed in PPF to avoid scratches to the product.
- g) After marking, when the rolls are transferred to the storage area, care shall be taken so that foil/coil/sheets are kept lot wise in the racks.
- h) Rolls shall be stored properly so that the retrieval of rolls will be easier while dispatching the material.
- i) While loading into the truck, rolls shall not be dropped to avoid physical damage.

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10.4.2 Storage & Packaging

Foil/coil/sheets are weighed and packed in small rolls not exceeding from 25 kg to 2500 including for the wooden / pallets, where the quantity may exceed according to the roll. Inward/Outward movement of materials from this area are recorded and controlled by Packing Supervisor. The condition of material stored is periodically checked by Quality Assurance.

- a) Packing of the material) will be done as per contract details of which, are entered into a register (Format No.JAL/R&E/MAR/F/12) for foil/coil/sheet where, Acceptance of Order / Proforma Invoice is issued and for dealer's items as per their requirement. The details of packing to be followed are addressed in following Annexures:
 - Annexure No. JAL/R&E/SHP/ANX/03 for Rolled products
 - Annexure No. JAL/R&E/SHP/ANX/04 for Extrusion
- b) Each roll will be given a number, weight, stick sticker after final inspection by Packing Supervisor.
- c) The packing of Export material is checked as per EPA.
- d) The Packing Supervisor after having packed the material for particular consignment will enter the details in format Nos.JAL/R&E/MAR/F/16 & JAL/R&E/MAR/F/16A, before loading the consignment into vehicle.

After the receipt of packing slip as per format Nos: JAL/R&E/MAR/F13, Invoice and Delivery Challan Cum Invoice are prepared as per format Nos: JAL/R&E/MAR/F/21 and JAL/R&E/MAR/F/22.

List of quality records is as per Annexure: JAL/R&E/SHP/ANX/02.

For wooden case packing, Format No.JAL/R&E/MAR/F/13 containing Foil/coil/sheet details & Quantity in Kg and Number of Reels wherever applicable against each item to shipping Department is used.

- d) Calibration of weighing scales is done by the Shipping Department everyday and records are maintained as per Format No. JAL/R&E/CAL/F/02. Accuracy required is ± 50 grams. Standard Weights for the above are maintained. Weighing scales are calibrated by Government Authorities. Frequency of calibration is one year.

10.4.3 Despatch

When weighment from Shipping Department is received, invoice & other required documents will be issued for Way Bill / Lorry Receipt and handed over to transporters / Dispatched to agents or Customers, who will arrange for collection of the goods.

Based on the actual quantity Dispatched, which is received by Marketing Department from Computer Department in Format No. JAL/R&E/MAR/F/15, the details are entered in the A.O. (Format No. JAL/R&E/MAR/F/05) against order quantity and such Dispatch details will be informed to Customers whenever they need status against their orders.

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Despatch Instructions are made as per Format No.JAL/R&E/MAR/F/20.

Invoice is verified with respect to AO before sending to the customer. Foil/coil/sheets program is verified with respect to AO. Mode of packing is verified with respect to AO before submitting to packing section. Accepted orders pending due to various reasons are filed alphabetically and reviewed frequently to execute the orders.

10.5 Presentation of Documents

Documents are sent to the Customer either directly / through Branch Offices / through Bank depending upon the terms of contract. In case of the documents presented through bank, the customer is informed about it.

11.0 EXTERNALLY PROVIDED SERVICES:

Depending on the need the department may use outsourced manpower for various jobs in the department. The outsourced person will be given on-the-job training in-house. The records of such training will be maintained in format No. JAL/R&E/TRG/F/03

12.0 RISKS AND OPPORTUNITIES

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

13.0 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.

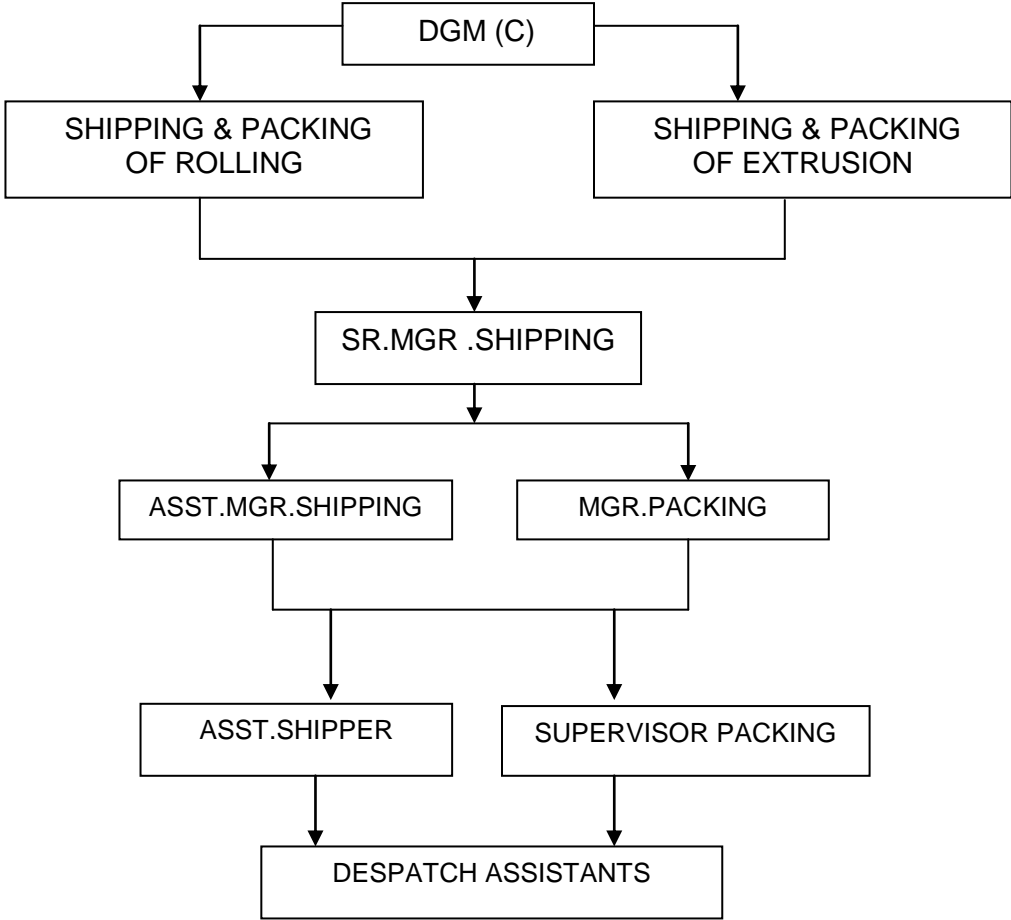
14.0 ORGANIZATIONAL KNOWLEDGE, COMPETENCE, AWARENESS AND COMMUNICATION:

Training made 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/R&E/SP/ANX/01& responsible by HOD.

Competency chart is identified for all positions in packing & shipping department as per Annexure JAL/R&E/SP/ANX/05.

DEPARTMENT FUNCTIONAL CHART



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LIST OF RECORDS

The minimum retention period for various documents / formats will be as follows:

Sl. No	Description of the format	Format Number	Retention Period
01	Order release report	JAL/R&E/MAR/F/06	Two months
02	Extrusion Programme	JAL/MAR/F/07	Two months
03	Material readiness intimation	JAL/R&E/MAR/F/08	Till the date of supply
04	Mode of packing as per A.O	JAL/R&E/MAR/F/12	Three months
05	Packing Slip	JAL/R&E/MAR/F/13	Three months
06	Invoice details Register (Detail of Despatches)	JAL/R&E/MAR/F/15	One month
07	Material Despatch details	JAL/R&E/MAR/F/16	One year
08	Material Despatch details	JAL/R&E/MAR/F/16A	One year
09	Despatch Instructions	JAL/R&E/MAR/F/20	One year
10	Invoice	JAL/R&E/MAR/F/21	Six months
11	Delivery Challan cum Invoice	JAL/R&EMAR/F/22	Six months
12	Weighing Scale Records	JAL/R&E/CAL/F/01	One Year
13	Quality Objectives Monitoring Record	JAL/R&E/QMSC/F/01	Three years

TRAINING RECORDS

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

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PACKING INSTRUCTIONS (FOR ROLLED PRODUCTS)

I. No	Product Name	Size in mm	Specification	Core dia (mm)	Reel OD (mm)	Apprx Reel Wt (Kg)	Name of Packing	Description of Packing process
1	a) Aluminium sheet	1220 x 2440	1mm x 1220mm x 2440mm	-	-	250	Sheet packing	<ul style="list-style-type: none"> • Corrugated sheet 2-ply on both sides • PP un laminated woven flat fabric 850 - 900 Dennier 10 x 10 mesh. • Strap with nylon strap • Interleaving between each sheet (as per customer requirement) • Place it on wooden pallet (as per customer requirement) • Use gum tape.
	b) Aluminium corrugated sheet	Various sizes	Various sizes	-	-	-	-do-	
2	Aluminium PP sheet	0.220 mm x 870mm x 695mm	-	-	-	500	PP Closure	<ul style="list-style-type: none"> • Wooden pallet • PP un laminated woven flat fabric 850 - 900 Dennier 10 x 10 mesh. • Hard board angle • Strap with nylon strap • Use gum tap
3	Aluminium Circles	2.4mm x 242mm dia	-	-	-	30	HDPE packing (Std packing)	<ul style="list-style-type: none"> • PP un laminated woven flat fabric 850 - 900 Dennier 10 x 10 mesh. • Strap with nylon strap • Use gum tape
4	Aluminium Slug	88.7mm x 8.7mm	-	-	-	30	HDPE packing (Std packing)	<ul style="list-style-type: none"> • PP un laminated woven flat fabric 850 - 900 Dennier 10 x 10 mesh. • Card board circle • Use HDPE twine • HDPE bag • Use HDPE twine
5	Aluminium Coil	0.91mm x 1220mm	-	-	-	200-250	HDPE packing (std packing)	<ul style="list-style-type: none"> • Use Corrugated Sheet 2 PLY x 4' Width 150 GSM • Paper Hard Board Edge Protector 2" x 2" x 3 MM Thick • Use PP un laminated woven flat fabric 850-900 Dennier 10 x 10 mesh • Use gum tape • Strap with nylon strap • One sticker.

Abbreviations:

1) GSM - Grams per Sq.meter 2) BSO - Bright side out 3) DSO - Dull side out

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INSTRUCTIONS FOR PROCESS – PLANNING & DESPATCH OF EXTRUSIONS
(Clause No. 8.1 and 8.5.1 of IS/ISO 9001:2015)

- 1) The quality plan for production is well addressed in Production procedure under document No. JAL/R&E/PRN/ANX/01
- 2) Based on the production programme issued by JAL's Shipping department, the RMD Shipping department prepares extrusion programme and issue to Production in format No. JAL/MAR/F/07 (AOJV). This is the same format, which is in use by the Shipping department of Marketing (Packing & Despatch).
- 3) Allocation of material to branches is through stock transfer, based on indents received as communicated by JAL's Shipping department, as per Sl.No.2 above.
- 4) The mode of packing and packing process to be adopted are:

Sl. No	Mode of packing	Description of packing process
01.	Loose Packing	Bundles will be stitched with HDPE fabric patty at two places.
02.	High Density Poly Ethylene Packing	Bundles will be wrapped with Stretch Film, then packed with HDPE Fabric and finally strapped with P.P. Strap in five to six places.
03.	Wooden Packing	Bundles will be wrapped with Stretch Film or Polyethylene Tube and then packed in wooden boxes.
04.	Polythene Packing	Sections will be packed in polythene tube or wrapped with polythene sheet.
05	Carton Packing	Bundles will be wrapped with Stretch Film or Polyethylene Tube and then packing in Carton boxes.

Other than the above, material will be packed as per the requirement of customer.

- 5) Before despatch, the extrusions are weighed and packed in bundles not exceeding 150 kgs, except for the wooden case, where the quantity may exceed according to the profiles. The shippers to keep record of the inward / outward movement of materials.
- 6) Preparation of Shipping documents, such as invoice, delivery challan, packing slip, etc, to be done as per procedure No. 9.4.2 an 9.4.3.

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COMPETENCE CHART

Name of department: PACKING & SHIPPING			
IS/ISO 9001:2015 clause number 7.2			
SI.No.	Position	Required qualification*	Experience required
1	Senior Manager	Any Post Graduate	8 Years
2	Manager	Any post Graduate	6 Years
3	Asst. Manager	Any Graduate	4 Years
4	Asst. Shipper	Any Graduate	2 Years
5	Packing Supervisor	Any Graduate	2 Years
6	Despatch Assistants	Any Graduate	2 Years
7	Management trainee	Any Graduate	0 year
*Note: Relaxation in qualification can be given in case the candidate is having sufficient experience in relevant field.			
Prepared by: HOD		Approved by: GM(O)	

JINDAL ALUMINIUM LIMITED
ROLLING AND EXTRUSION DIVISION

TITLE: SHIPPING & PACKING FORMAT	
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ORDER RELEASE REPORT
FROM.....TO.....
Format No: JAL/R&E/MAR/F/06

JINDAL ALUMINIUM LTD.
ROLLING AND EXTRUSION DIVISION

RUN DATE: Page__of __

Sl. No	PL No AO No Item Code	PL Date AO Date Thickness	Customer Code Customer Name Item Description	Width Length Dia	City Name	Quantity		Alloy Temper
						AO	Recd	

Continued...

State Country	Design		Surface	Core	Coating	Laminating	Dia	
	Top cover	Bottom cover					Inner	Outer

Note: This ORR to be available in system

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EXTRUSION PROGRAMME

Format No: JAL/MAR/F/07

Press No:

Run Date:

Page:

Sec. No.	Alloy	Length	Length Tolerance	Qty (Kgs)
EPF No.		EPF Date:		

AOJV No:

Total Qty:

Prepared by Shipper:

Verified & Approved by:
Sr.Mgr-Sales/TRM/Prdn/QA/Foundry

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MATERIAL READINESS INTIMATION
(Format No. JAL/R&E/MAR/F/08)

Msg. dt.

M/s.

.....

KA:

.....

Sub: Your P.O.No. dt.

A.O.No. dt.

JAL/R&E/MAR/F/08

We are pleased to inform you that actual Qty. of kgs against your above referred purchase order is ready. Kindly send us payment of Rs..... as per our PI No.within 5 days from the date of this intimation.

Please remit the payment through RTGS/NEFT mode (IBKL0000377).

Bank A/C No. 03776551000010301, IDBI BANK LTD., BANGALORE - 560 027.

Against this readiness, we need the payment through RTGS/NEFT only to despatch the material. Or else you may release the payment through DD payable at Bangalore only if you do not have the facility of RTGS OR NEFT. Whoever depositing the cheque in our IDBI account can continue the same.

In case you release the payment through cheque to our Bangalore/Mumbai office against this material readiness intimation, then the material will be despatched strictly on clearance of cheque only. This is for your information.

We are sure, you will remit this amount within five days since we would like to avoid charging OD interest @ 15% for the delayed period beyond five days.

Regards,

.....
Authorized Signatory
JINDAL ALUMINIUM LTD.,
Rolling Mill Division
Ph.No. 27735051/27735052
jindal@jindalaluminium.com

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PACKING SLIP
Format No. JAL/R&E/MAR/F/13

JINDAL ALUMINIUM LIMITED
Rolling & Extrusion Division
Bangalore

Date.....

Case no.	Specification	No. of Reels	Reel Number	Weight	Remarks

Private Mark :

For JINDAL ALUMINIUM LIMITED
Rolling & Extrusion Division

Approved by :

Verified & Prepared by :

(Packing In-charge)

(Packing Supervisor)

Retention Period: Three Months

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GST SALE REGISTER REPORT (DETAILS OF DESPATCHES)

Format No.JAL/R&E/MAR/F/15

Sl. No.	Invoice Date	Invoice Number	Invoice Type	City Name	Quantity	Taxable Value (Total amount)

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MATERIAL DESPATCH DETAILS
Format No. JAL/R&E/MAR/F/16

JINDAL ALUMINIUM LTD
Rolling & Extrusion Division

Loading Slip No:
Customer Name:

Date:

Shipping Address:
Vehicle Number:

Signature:

Sl. No.	Item Code & Description	Wh. Batch	Net Weight	Batch Details	Pieces

MATERIAL DESPATCH DETAILS
Format No. JAL/R&E/MAR/F/16A

JINDAL ALUMINIUM LTD
Rolling & Extrusion Division

Loading:
Customer Name:

Date:

Shipping :
Vehicle:

Signature:

Sl. No.	Item Code & Description	Wh. Batch	Net Weight	G.WT	Batch Details	Pieces

JINDAL ALUMINIUM LIMITED ROLLING AND EXTRUSION DIVISION	
Rev. No.: 00	Rev. Date: 01.02.2018

DESPATCH INSTRUCTIONS

Format No. JAL/R&E/MAR/F/20

Date:

From: Marketing (Domestic)

To: Shipping

You are requested to despatch the below mentioned materials, as per the following details:

1) Customer:

2) A.O. No & Date:

3) Payment details:

4) Special instructions:

a) Shipment:

PART

FULL

b) Transporter:

BY JAL

BY CUSTOMER

c)

d)

e)

f)

Approved by (If required)


Manager - Order Processing

Retention Period: One Year

**JINDAL ALUMINIUM LIMITED
ROLLING AND EXTRUSION DIVISION**

Rev. No.: 00

Rev. Date: 01.02.2018

	INVOICE (under Rule 11 of CE Rules 2004) GOLD CARD No.076 Dt 11/3/03 Jindal Aluminium Limited R&E Division (Central Excise Regn No.AAACJ4324M EM005)			For Jindal Aluminium Limited, Rolling Mill Division	Phone: 080-27735052, 27735051 E-mail: jindal@jindalaluminium.com Website: www.jindalaluminium.com Range: Group 15, Cauvery Bhavan, Gandhi Nagar, Bangalore 560009 C.E. Division: Yeshwanthpur 4th Floor, F-Wing, Cauvery Bhavan, Gandhi Nagar, Bangalore 560009 Commisionerate: Bangalore – III	
	Format No: JAL/R&E/ MAR/F/21	Works: Plot 1&2(Part), Yedehalli Village, Sompura Hobli, Bangalore Rural-562111 Regd Office: Jindal Nagar, Tumkur Road, Bangalore 560 073. Branches: New Delhi, Mumbai, Pune, Chennai, Ahmedabad & Cochin.			Authorized Signatory Pre-authenticated	
CUSTOMER:				INVOICE No: DATE OF ISSUE/SALE: TIME OF ISSUE/SALE: A.O. No: DATE: CHALLAN No: DATE: MODE OF TRPT: VEH. REGN. No: LR/RR No: Date: C.E. INV. No:		
DESPATCHED TO:						
Our TIN No.29620058356 Party's GST No: Your Order No & Date: Despatched to: Transporter Name: Exemption Notification No.						
Sl No	Product Code	Description of Product and CE Tariff Heading No.	No. & des. of Package	Total Quantity Kgs	Selling Price Rs.	Total Assessable Value Rs
E.&O.E.			GRAND TOTAL			

Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged by us and that, there is no flow of additional consideration directly or indirectly over and above this price from the buyer.

NOTE: 1. Goods once sold cannot be taken back. 2. All payments should be made by RTGS/NEFT/A/c Payee Demand Draft drawn in favour of Company payable at Bangalore. 3. Interest will be charged @ 18% p.a. (subject to change) if the payments are not made on or before due date. 4. Amount of cheques/drafts received will be credited only after clearance. 5. Any GST Govt. Levies at time of final assessment by the Govt. authorities will be to the buyers account.. 6. Supplies made under this invoice is subject to conditions mentioned in our quotation and acceptance of order. 7. In case of damage of goods in transit, buyer should take up insurance claim directly with transport company / insurance company. 8. Consigner shall not be responsible for any goods lost / damaged in transit. 9. ALL DISPUTES ARE SUBJECT TO BANGALORE JURISDICTION ONLY. 10. We are responsible for foil quality only, not for the item packed / cover/ wrapped with foil.	Checked by: Dispatched by:	For JINDAL ALUMINIUM LTD., R&E Division AUTHORISED SIGNATORY
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**JINDAL ALUMINIUM LIMITED
ROLLING AND EXTRUSION DIVISION**

Rev. No.: 00

Rev. Date: 01.02.2018



JINDAL ALUMINIUM LIMITED
Rolling & Extrusion Division
Plot 1 & 2(Part), Yedehalli village, Somapura Hobli,
Bangalore Rural 562 111.
Phone 27735051, 27735052
e-mail : jindal@jindalaluminium.com
Website: www.jindalaluminium.com
Email: jindal@jindalaluminium.com

**DELIVERY CHALLAN
CUM INVOICE**
JAL/R&E/MAR/F/22

Customer:
Despatch To:

Bill of supply/DC:
Date of issue/sale:
A.O No.:
Date:
Your order No & date:
Challan No:
Date:
Mode of TRPT:
Vehicle Regn No:
Dispatched To

Party GST No:
Your Order No & Date:
Transport Name:

SI No	Specification Aluminium Rolling products/Extrusion	No. of Pkgs.	Quantity in Kgs	Total Value Rs
	Aluminium Foils, sheets, slugs & circle, Extrusion, Billets			
	Others:			
	INSURANCE			
	IGST			
	CGST			
	SGST			
	Grand Total			

SIGNATURE

JINDAL ALUMINIUM LIMITED ROLLING AND EXTRUSION DIVISION	
Rev. No.: 00	Rev. Date: 01.02.2018

WEIGHING SCALE RECORDS
Format No. JAL/R&E/CAL/F/01

DATE	TIME	WEIGHT	ERROR	CALIBRATED BY	CHECKED BY AUDIT, ACCOUNTS, SHIPPER & SECURITY

RETENTION PERIOD: ONE YEAR

**JINDAL ALUMINIUM LIMITED
ROLLING AND EXTRUSION DIVISION**

Rev. No.: 00

Rev. Date:01.07.2017

QUALITY OBJECTIVES MONITORING RECORD

Format No. 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 ROLLING AND EXTRUSION DIVISION	
Rev. No.: 00	Rev. Date: 01.07.2017

EMPLOYEE DETAIL

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

Div Code :
Name :
Sex :

Dept. Code :
D.O.B :

Staff Code :
Designation:
D.O.J. :

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

DEPT. HEAD

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev. Date: 01.07.2017

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

Approved By
Sr. GM(O) / Dept. Head

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev. Date:01.07.2017

RECORD OF TRAINING IMPARTED

Format No: JAL/R&E/TRG/F/03

DEPARTMENT:

PERIOD:

SI No	Name	Designation	Topic	Date of Training	Type of training	Signature of Trainee	Training given by	
							Name	Sign

Retention Period: One Year

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev. Date:01.07.2017

REVIEW OF EFFECTIVENESS OF TRAINING

Format No: JAL/TRG/F/04

DEPARTMENT:

SI No	Name	Topic	Effectiveness Criteria	Excellent	Good	Average	Poor	Date of Review	Sign of HOD
1			Job performance						
			Knowledge & Communication skill						
			Attitude						
2			Job performance						
			Knowledge & Communication skill						
			Attitude						
3			Job performance						
			Knowledge & Communication skill						
			Attitude						
4			Job performance						
			Knowledge & Communication skill						
			Attitude						
5			Job performance						
			Knowledge & Communication skill						
			Attitude						
6			Job performance						
			Knowledge & Communication skill						
			Attitude						
7			Job performance						
			Knowledge & Communication skill						
			Attitude						

Prepared By

Approved By

Note: Effectiveness of Training will be reviewed by concerned HOD after 2 months of training.

Retention Period: One Year