

<b>JINDAL ALUMINIUM LIMITED STORES PROCEDURE</b>			
<b>Doc.No.JAL/STO/PR/01</b>		<b>Title Page</b>	
<b>Issue #</b>	<b>Issue Date</b>	<b>Revision No</b>	<b>Revision Date</b>
<b>D</b>	<b>02.04.2012</b>	<b>02</b>	<b>28.11.2012</b>

**DISTRIBUTION LIST\***

Sl.No	COPY HOLDER
01	MANAGEMENT REPRESENTATIVE
02	STORES MANAGER

\*Soft copy available in JIIS for reference.

Copy No.	<b>02</b>
Copy Holder	<b>STORES MANAGER</b>

**AMENDMENT RECORD**

AMENDMENT			DISCARD		INSERT	
Sl. No	DATE	DESCRIPTION	Page No	Rev. No	Page No	Rev. No
1	28.05.12	Title page amended for amendment record	Title page	00	Title page	01
		Format: JAL/STO/F/05 - Inventory Levels list - amended for addition of "CAT" column	21	00	21	01
2	28.11.12	Title page amended for amendment record	Title page	01	Title page	02
		Format: JAL/STO/F/08 - Job Work Indent - modified	25	00	25	01
		Format: JAL/STO/F/10 - Store Issue Slip - amended	27	00	27	01
		Format: JAL/STO/F/11 - Raw Material Receipt - modified	28	00	28	01

	POSITION	SIGNATURE	DATE
Prepared by	Stores Executive		
Verified by	MR		
Approved by	Stores Manager		

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## 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 OBJECTIVES

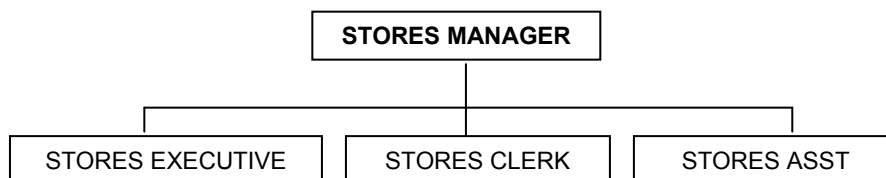
- To reduce the number of items reaching below minimum level.
- To ensure that the physical stock matches with the record.

### 2.0 SCOPE (CI: 7.5.5 of IS/ISO-9001:2008 - Preservation of Product)

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

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

### 3.0 ORGANISATION (CI: 4.2.1 of IS/ISO-9001:2008)



### 3.1 RESPONSIBILITIES & AUTHORITY (CI: 5.5.1 of IS/ISO-9001:2008)

#### 3.1.1 Stores Manager

The Stores Manager is responsible for inventory control, storage & preservation and handling of materials pertaining to stores. The main responsibilities are

- a) To issue purchase indents for items based on re-ordering levels
- b) To follow up procurement periodically with Purchase Department

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- 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
- g) To return the rejected items to the suppliers based on the instructions from Purchase Department.

### 3.1.2 **Stores Executive**

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

### 3.1.3 **Stores Assistant**

The Stores Assistants will assist the Stores Manager & Stores Executive in all responsibilities listed at 2 (a) to 2(f) above.

### 3.1.4 **Stores Clerk**

The Stores Clerk will assist the Stores Manager and other assistants in maintaining the documents, data & records pertaining to stores activity.

### 3.1.5 **Helper**

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

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#### **4.0 REFERENCES** - Purchase Procedure No. JAL/PUR/PR/01

#### **5.0 INPUTS**

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

#### **6.0 OUTPUTS**

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

#### **7.0 INTERFACE**

- Purchase department
- Production & Maintenance department.
- Foundry
- Tool Shop
- Packing

#### **8.0 PROCEDURE**

##### **8.1 Preparation of Purchase Indent**

##### **8.1.1 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)

##### **8.1.2 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/STO/F/03 to procure these items. Record available in the System.

If any item goes below the minimum level or reaches 'Nil' stock, intimation will be given through Format No.JAL/STO/F/07A or JAL/STO/F/07B 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/STO/F/05 is updated and available in the System.

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8.1.3 Location of the material is recorded in Format No. JAL/STO/F/12 and it is available in the System.

8.1.4 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/STO/ANX/05. These items will be indicated as P1 or P2 or P3 as per Annexure JAL/STO/ANX/02.

8.1.5 The preparations of Purchase Indent department wise are mentioned in Annexure No. JAL/STO/ANX/03.

8.1.6 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.

8.1.7 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.

8.1.8 The Stores Assistant / Asst. Stores Executive / Stores Manager will mark / indicate whether the item indicated comes under item P1A, P1B or P2A, P2B & P3A in indent copies as shown in Annexure No. JAL/STO/ANX/01.

8.1.9 The Stores Assistant / Asst. Stores Executive / Stores Manager will forward the copies of indent as per Annexure No. JAL/STO/ANX/02.

Copy to: 1. Administrative Officer / Purchaser for local purchases and  
Purchase Manager for outstation for further action.

2. Stores Manager for record

8.1.10 Indent cancellation by the concerned department should be given in the same indent Format No. JAL/STO/F/04 in duplicate by writing '**Cancelled**' on the top of the indent by the Indentor and countersigned by the respective Departmental Heads.

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## 8.2 Procedure to be followed on receipt

8.2.1 The Stores Assistant / Asst.Stores Executive / Stores Manager will physically verify the items procured.

8.2.2 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.

8.2.3 The Stores Manager / Asst.Stores Executive after verification of quantity shall sign the bill.

8.2.4 The Stores Clerk, after entry in Computer, will forward the bill to Accounts Department for further action.

8.2.5 The Stores Assistant / Asst. Stores Executive after checking the material received as per indent, will mark Department Name (e.g. 'D' for Development or 'M' for Maintenance etc.) in Daily Material Receipt Form as per Format No.JAL/STO/F/01. The abbreviations / full dept. name used for the departments are given below:

<b><u>Abbreviation</u></b>	<b><u>Department Name</u></b>
F	- Foundry & Heat Treatment
P	- Production
M	- Maintenance
D	- Development
T	- Tool Shop
Pkg	- Packing

8.2.6 The Stores Assistant / Asst. Stores Executive will update Bin Card in the system as per Format No.JAL/STO/F/02.

8.2.7 Material for inspection will be kept separately for inspection with tag indicating the status of inspection. Respective department representative will come and inspect the material. Accepted material shall be stored in a particular location with tag containing material description and location details.

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

8.2.9 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/STO/F/01 for issuing of the material.

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### **8.3 Issue of Material**

8.3.1 Issue slip (one issue slip for one item only) as per Format No. JAL/STO/F/10 is required to be given to the Stores by concerned department supervisors for issue of any item.

8.3.2 The Stores Assistant / Asst.Stores Executive will issue the goods to the concerned and sign.

8.3.3 The Issue Slip of all goods issued on a particular day will be entered in the Computer as per item code same day.

### **8.4 Discarding of Spares and Stores Items**

8.4.1 The Departmental Heads will send the discarded material along with the slip through Format No. JAL/STO/F/06 prepared by the concerned Supervisor to the Stores Manager clearly mentioning the defect and reason for discarding the material.

8.4.2 Each month material will be transferred to Disposal Items Godown.

### **8.5 Free Issue Material (Without Issue Slip)**

8.5.1 Certain free issue items like Cotton Waste, Paint, Bolts, Nuts etc., are issued in bulk and kept under the heading called Free Issue Items. This is required to have centralised control of such items and are issued as per the requirement to concerned departments.

### **8.6 Tools**

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

### **8.7 Used Items**

8.7.1 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.



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## 8.8 Job Work Indent

8.8.1 Certain items are required to be sent outside for job work for which, refer Format No. JAL/STO/F/08.

8.8.2 Job work indent cancellation by the concerned department should be given in the same job work indent Format No. JAL/STO/F/08 in duplicate by writing "**Cancelled**" on the top by the indenter and countersigned by the respective Departmental Heads.

## 8.9 Goods Receipt Note

This is available online by Stores as and when any goods are received against P2. Refer Format No. JAL/STO/F/09.

**8.10 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.

## 9.0 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 Incharge 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.

## 10.0 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/CPA/F/01.

## 11.0 Analysis of Data

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

## 12.0 Preventive Action

The potential Non-conformities are analysed for causes and preventive action is taken to avoid the occurrence of the non-conformities. The action taken is monitored for effectiveness. The details are recorded in the register in the format JAL/CPA/F/01

## 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/MR/F/01**.

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

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## 14.0 TRAINING

To ensure a system for enriching the skills and attitudes of employees required for specific job and in line with the technology development, innovations and growth of the organization, the training needs are identified and provided.

The educational background, professional training of the employee, etc are recorded in format No.JAL/TRG/F/01.

The heads of the department are responsible for identifying the training needs and to ensure that the training is imparted to meet these needs.

The training can be: - (i) On-the-job Training or (ii) Specialized Training  
The training needs are based on: - (i) Qualification (ii) Experience (iii) Job requirements

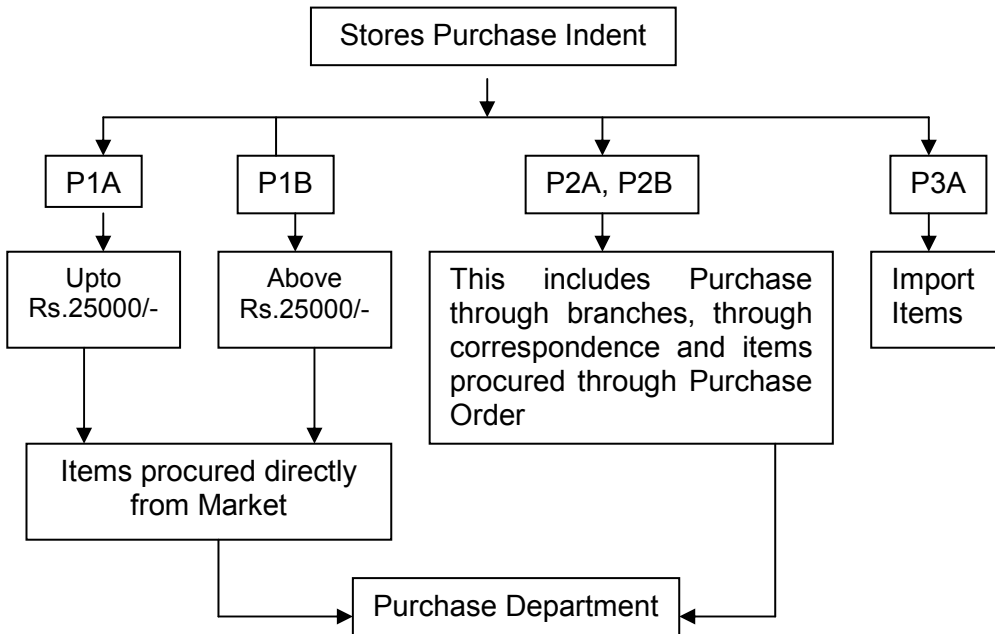
After the training needs are identified (as per format No.JAL/TRG/F/02), the training is planned and scheduled. The training can be imparted by:-

- i. Qualified and experienced internal staff
- ii. External experts through in-house training programmes
- iii. Professional institutions through their open courses / seminars / workshops

After the training is imparted, the training records are maintained in format No.JAL/TRG/F/03. Training review is conducted to assess effectiveness of the training Programme. Training review will be done six months after the training has been imparted by HOD in format No.JAL/TRG/F/03.

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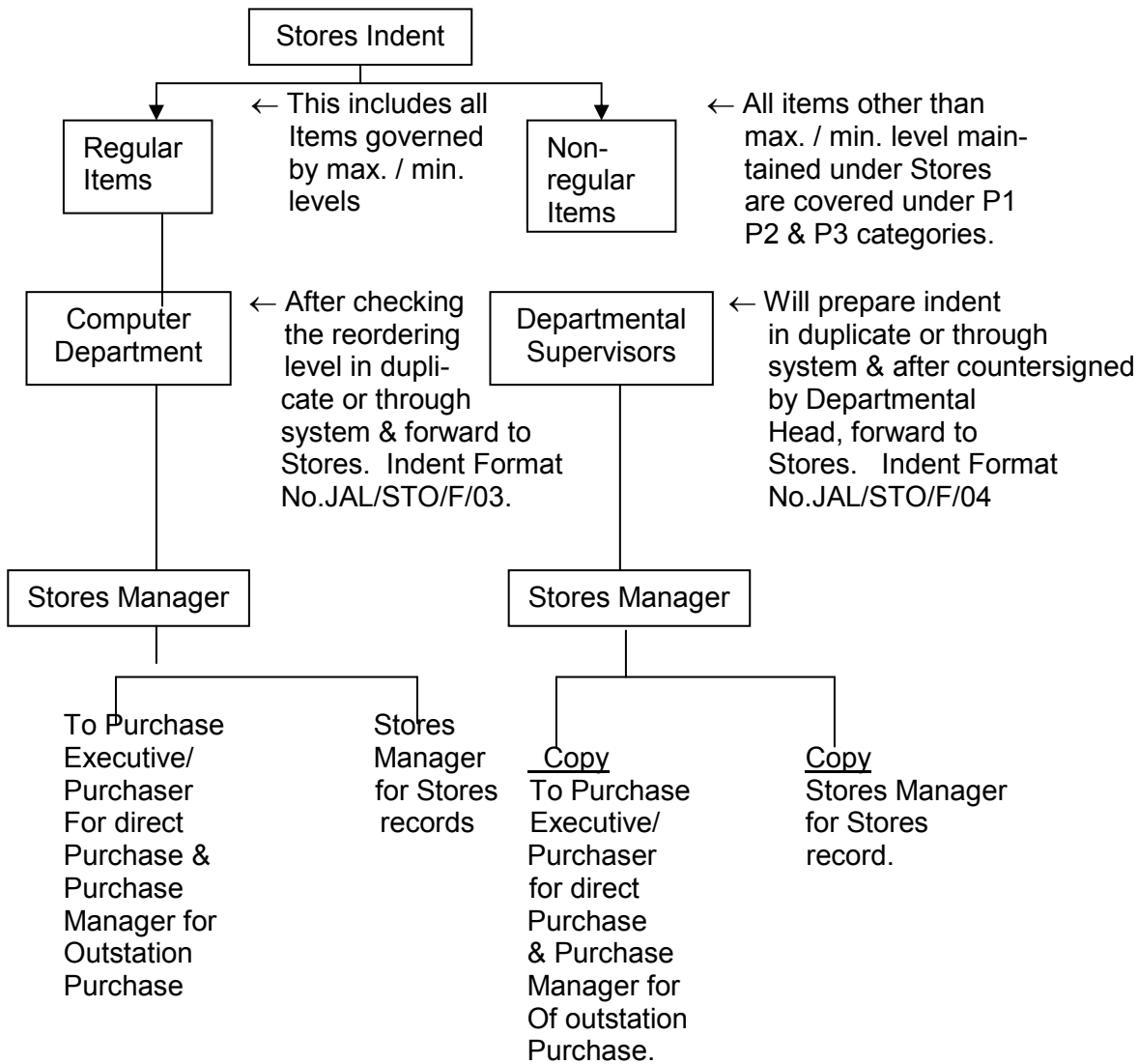
**FLOW CHART FOR STORES INDENT BASE OF MAXIMUM / MINIMUM LEVELS**



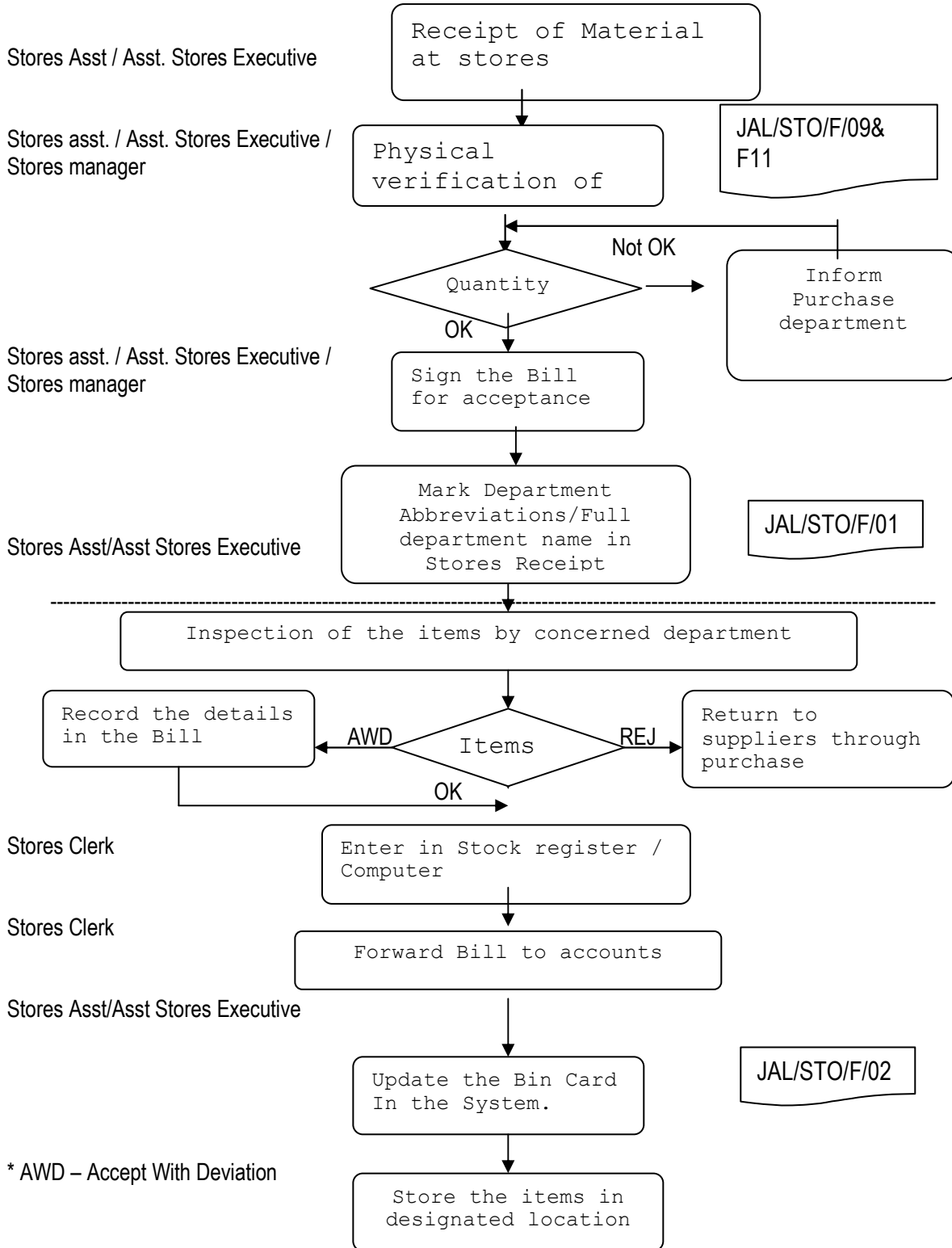
**Note:** i) P2A – Items related to Production  
 ii) P2B – Items other than P2A

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**PROCEDURE FOR STORES INDENT**

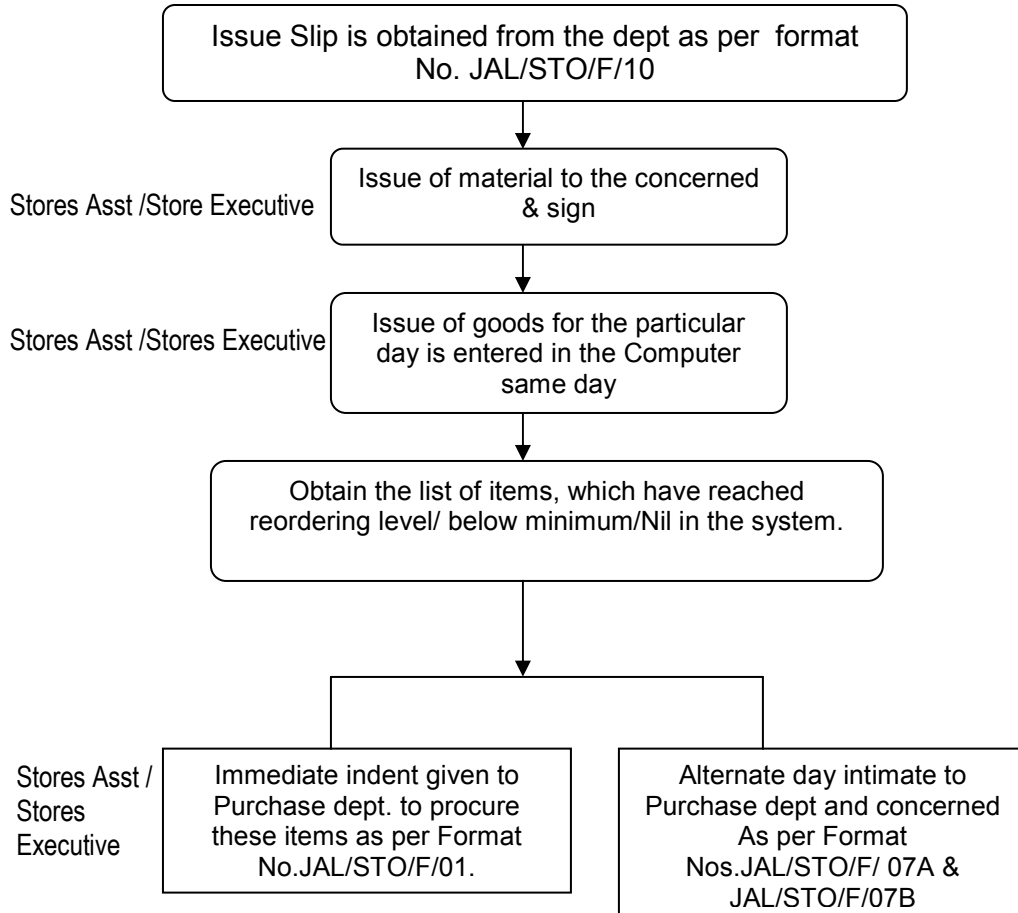


**Flow Chart for receipt of material**



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**FLOW CHART FOR ISSUE OF MATERIAL**



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**DEPARTMENTWISE PERSON RESPONSIBLE FOR PURCHASE INDENT**

Sl. No.	DEPARTMENT	PREPARED BY	COUNTER SIGN BY
1	Maintenance a) All extrusion presses b) Cranes, ageing ovens, Tool shop machines. c) Foundry, Power House, Pump House, Conveyor. d) Non-Plant ( all Types – Civil, sanitary, water supply)	Asst. Mgr. (Maint) / Supervisor Maint. Engineer / Supervisor  Elec. Supervisor / Asst. Manager ( Maint.) Electrical Supervisor	Manager (Maint.) Manager (Maint.)  Manager (Maint.) Manager ( Maint.)
2	Tool Shop (TS)	Tool Shop Supervisor	TS Mgr. / AGM (TS)/ GM(O)
3	Production	Press Operator / Asst. Manager Production	DGM-P
4	Packing	Packing In-charge	Manager Sales / Shipper
5	Foundry & Heat Treatment	Foundry Supervisors	Foundry Manager / DGM-P
6	Quality Assurance / Laboratory	QA supervisor / Asst. Manager QA	Manager QA / JMD
7	Design, Development & ISO matters	Dev. Supervisors/ Dev. Supt. / Design engineer	DGM (Development)/ AGM (Innvns)/ GM(O)

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

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### **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 Central Excise Gate Pass Number / 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  $\pm 0.5\%$  and, if the variation is more than 0.5%, the same will be referred to Administrative Manager for further action.

### **USED ITEMS LYING IN STORES**

Sometimes, due to changed 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.



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**Retention Period for various records used in stores**

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

**Training Records**

Type of Records	Format Reference	Responsible Person	Retention Period
a. Training Record	JAL/TRG/F/01	} Head of Department	Till person is in service.
b. Training Needs during Apr _____ to Mar _____.	JAL/TRG/F/02		One Year
c. Record of Training Imparted & Review of Effectiveness of Training from Apr _____ to Mar _____.	JAL/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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Bangalore- 560 073.

Run date:  
Page No.:

STORES RECEIPT  
FORMAT NO. JAL/STO/F/01

Sl. No.	Item code	Description	Brand	Supplier	P – type/ L.T / Week	Indent no. & date	Qty received	Unit	Remarks	GRN No./ GRN Date	Checked by tech. Dept	Location Warranty

L.T = Lead Time

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JINDAL ALUMINIUM LTD  
Bangalore

**BIN CARD**  
For the Month:.....  
Format No:JAL/STO/F/02

ITEM:	LOCATION:	UNIT:	CURRENT STOCK:
		MIN.LVL:	ROQ:
		MAX.LVL:	ROL:
			Lead Time:

							QUANTITY
Sl.No	DATE	ISSUE/GR NO	TC CODE TR	RECEIPT/ISSUE	BALANCE	DEPT	

Op. Bal:

Closing Balance:

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JINDAL ALUMINIUM LTD.  
Bangalore-73

Indent No. :  
Indent Date:

**PURCHASE INDENT**  
Format No: JAL/STO/F/03

Sl. no.	Item Code & Description	Unit	Stock Qty	Rate	Max level	Min level	Re-Order level	Ord. Qty	Qty to buy	Pend qty.	Required for

(STORES MANAGER)

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JINDAL ALUMINIUM LTD.,  
BANGALORE-73.

Indent Date:  
Department:

PURCHASE INDENT  
Format No.JAL/STO/F/04

Indent No.

P Type:

Please supply / procure the following materials:

Sl. no	Item code	Description & make spl description	Purpose	Quantity				Expected no. of days
	L.P. Type			Require-ment	Unit	Stock in hand	To be purchased	

- If it is urgent, indicate accordingly

Indent by

Approved by:

Store Manager's Remarks & Signature

Head of Dept.

Approximate value:



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JINDAL ALUMINIUM LTD.  
BANGALORE.

Run Date:  
Department:

Discard SI.No:  
Discard Date:

DISCARDED MATERIAL  
Format No: JAL/STO/F/06

S.No	Item Code	Item Description	Quantity	Rate/Unit	Remarks

PREPARED BY :  
SUPERVISOR/CONCERNED  
DEPARTMENTAL PERSON

APPROVED BY:  
DEPARTMENTAL HEAD

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Run date:  
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ITEMS GONE BELOW MINIMUM

From.....To.....  
Format No: JAL/STO/F/07A

SI No	Item Code & Description P-Type Pending Indent No. & Date	Unit Ind.Qty PO No, Date, Party Name & PO Qty	Min Level	Current Stock	Difference	Lead Time in Week	Remarks



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JINDAL ALUMINIUM LTD.  
BANGALORE.-73

Run date:

STOCK ITEMS WITH NIL STOCK

From:.....To:.....

Format No: JAL/STO/F/07B

Sl.	Item code	Item description Indent no.	Indent date	Pending Indent quantity	Indent status	Unit

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BANGALORE-73.

**JOBWORK INDENT**  
Format No: JAL/STO/F/08

Indent No.  
P – Type

Indent Date:  
Department:

\*\*Out Side / In-House

Please supply the following material after job work:

Sl. No.	Item code	Description of Job Work	Quantity Unit	Party's Name	Expected No. of days
---------	-----------	-------------------------	---------------	--------------	----------------------

Indent No:	Dept:	Indent Date:
------------	-------	--------------

JOB WORK SCOPE:	
MATERIAL TO BE SENT:	MATERIAL TO BE RECD:
Approximate Value:	

\*\*If it is urgent, indicate accordingly

Signature of Indentor:

Store Manager's Remarks &  
Signature

Head of Dept.



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STORE ISSUE SLIP  
Format No: JAL/STO/F/10

No. :

Dept  
TC:

Date:

Item Code & Desc.	Location	Quantity
	Val:	
	Stk:	

Ind By :

Appr. By:

Iss To :

Issue By :



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BANGALORE.

INVENTORY ITEMS MASTER

Format No: JAL/STO/F/12

PAGE NO. :  
RUN DATE :

ITEM CODE	DESCRIPTION	UNIT	LOCATION

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QUALITY OBJECTIVES MONITORING RECORD

Format No: JAL/MR/F/01

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

Sl.No	Date	Current level	Target level	Target date	Action Plan	Remarks

Retention period: 3 years

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TRAINING RECORD  
Format No: JAL/TRG/F/01

Div Code :                      Dept. Code :                      Staff Code :  
Name :                              Designation:  
Sex :                                  D.O.B :                              D.O.J. :

Educational Qualifications	Year	Professional Training.	Year
<b>Previous Experience</b>			
Nature of Job		Duration	
Promotions			Year :
<b>Training</b>			
Programme	Duration	Conducted By	Remarks

DEPT. HEAD



JINDAL ALUMINIUM LIMITED			
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DEPARTMENT:

TRAINING NEEDS IDENTIFIED  
DURING APR TO MAR  
Format No: JAL/TRG/F/02

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

Prepared By

Approved By  
GM(O) / Dept. Head

JINDAL ALUMINIUM LIMITED			
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**RECORD OF TRAINING IMPARTED & REVIEW OF EFFECTIVENESS OF TRAINING**  
**FROM APRIL..... TO MARCH.....**

Format No: JAL/TRG/F/03

**Department:**

SI No	Name	Designation	Name of Training	Date of Training	Training given by		Signature of Trainee	Review & Effectiveness of Training		Date of Review	Sign of HOD
					Name	Sign		Has the attitude, performance & productivity of individual improved?	Has the process control, production quality & productivity improved?		

**Note:**

- 1) Review & Effectiveness of Training to be carried out by concerned HOD six months after the training has been imparted.
- 2) Both the headings under Review & Effectiveness of Training is applicable to all Technical departments, only the first heading applies to all Non-Technical departments.

Retention Period: One Year