

Standard Operating Procedure (SOP) for Warehouse Operations

1. Purpose

To ensure consistent and efficient operations in the warehouse, including small assembly, picking and packing, kitting, labeling, and third-party logistics (3PL), while maintaining compliance with ISO 9001:2015 standards.

2. Scope

This SOP applies to all warehouse operations and personnel, including the Project Coordinator, Supervisor, Team Leader (TL), Material Handler, and other associates.

3. Roles & Responsibilities

- **Project Coordinator:**
 - Act as the primary liaison for customer and supplier communications.
 - Address and resolve customer issues promptly, providing timely updates on progress and resolutions.
 - Develop and adjust production schedules based on customer and supplier requirements, ensuring effective communication with all stakeholders.
 - Allocate necessary resources (personnel, materials, space) to supervisors and team leads to maintain smooth operations.
 - Set up and manage jobs within the Prodsmart Application.
 - Ensure precise inventory management and timely order fulfillment.
 - Conduct physical inventory audits once a week to verify accuracy against Prodsmart records.
 - Maintain accurate records for receiving and shipping, including packing slips.
 - Prepare and distribute data reports, inventory reports, and defect reports to customers.
 - Generate billing sheets and daily operational reports for warehouse activities.
 - Track and report payable hours for all warehouse labor.
 - Manage the non-conforming materials area and prepare RMAs to return defective parts to suppliers weekly.
 - Enforce adherence to safety protocols, 5S principles, and ISO standards within the warehouse.
 - Conduct weekly Layered Process Audits (LPA) to ensure compliance with established procedures.
 - Conduct monthly Warehouse Health & Safety Audit.
 - Develop and implement Quality Alerts (QA) to address and rectify operational issues.
 - Oversee the Warehouse Escape and Resort KPI Tracker.
 - Review daily production KPIs and lead huddle meetings to discuss performance metrics and operational updates.
 - Implement CAPA (Corrective and Preventive Actions) to address customer complaints and issues.
 - Identify opportunities for continuous improvement to enhance warehouse operations.
 - Oversee and manage training programs for new hires, as well as ongoing development for existing staff to ensure high performance and adherence to standards.
- **Supervisor:**
 - Oversee daily warehouse operations, assigning tasks to associates and team leaders to ensure smooth workflow.
 - Lead by example, working alongside the team to set performance standards and expectations.

Standard Operating Procedure For Bonded Warehouse Delhi

BM King



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South Asian Yearbook of Trade and Development Centre for Trade and Development New Delhi, Centre for Trade & Development (New Delhi, India), 2009 A comprehensive collection of research papers this annual from the Centre for Trade & Development New Delhi discusses the debates on development impacts of trade through rigorous policy research and analysis Reflecting South Asian perspectives on multilateral and regional trade negotiations this yearbook examines the challenges the region and especially India is facing as it grows economically This invaluable volume provides policy suggestions for trade negotiators and gives policy makers as well as business and civil society groups an opportunity to reflect on the potential of South Asia

Problems & Prospects of Industrial Development in a Metropolitan City, 1994-01-01 Contributed articles **CAA Journal**, 1947 Civil Aeronautics Journal, 1945 **Doing Business with India**, 1996 **Allen's Indian mail and register of intelligence for British and foreign India**, 1859 **The Louisiana Planter and Sugar Manufacturer**, 1892 *Indian Trade Journal*, 1955 *Engineering and Mining Journal*, 1917 Engineering News-record, 1923 **Annual Report** India. Ministry of Finance and Company Affairs, 2002

Michigan Roads and Construction, 1949 Engineering and Mining Journal, 1917 **Indian Year Book** Sir Stanley Reed, 1949 Issues for 1919 47 include Who s who in India 1948 Who s who in India and Pakistan **People of Today**, 2006

Dun & Bradstreet Exporters' Encyclopaedia, 1986 Material is arranged geographically For each country there is a country profile followed by information on marketing data communications transportation business travel key contacts and a summary trade regulations and documentation required Also included are brief sections on U S ports U S foreign trade zones World Trade Center Association members U S government agencies providing assistance to exporters foreign trade organizations foreign communications and general exports and shipping information and practice Moody's Manual of Investments John Sherman Porter, 1949 American government securities 1928 53 in 5 annual vols v 1 Railroad securities 1952 53 Transportation v 2 Industrial securities v 3 Public utility securities v 4 Government securities 1928 54 v 5 Banks insurance companies investment trusts real estate finance and credit companies 1928 54 Business International, 1985

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