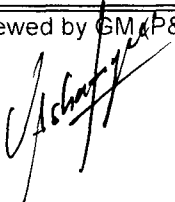


QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR STORE AFFAIRS								
Document No:	QP-STR-1	Revision No.:	01	Effective Date:	10/11/13	Page:	1	of	2

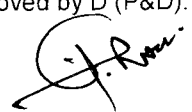
- 1.Scope: All major purchase of POWER GRID COMPANY OF BANGLADESH LTD.  
2.Purpose: a) To ensure proper methods of materials handling and storage  
b) To ensure that issued products//materials conforms to the specified requirements.  
c) To ensure that products/materials are maintained properly.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq. / Time	Output
1.0	<b>Handling Storage &amp; Preservation of Materials/Work In Progress:</b>				
1.1	All materials are kept in line with the product code or name specified on the carton and specific rack or location. Manufacturer's instructions for preservation are maintained where available.		Section Head	Regularly	QF-STR-03
1.2	When materials are received from supplier, quality check is initiated and performed.		QC and Store	Entrance of materials	QF-STR-06 QF-STR-04
1.3	If the materials are not passed through quality check, it is segregated and returned to supplier for replacement		Section Head	Regularly	QF-STR-06
1.4	After quality check the material receipt report (MRR) is generated		Section Head	Regularly	QF-STR-05
1.5	Following the goods/material receiving report, materials are entered in the store ledger.	SF-STR-03	Section Head	Regularly	QF-STR-05
1.6	Materials are then stored in designated Bin locations (Rack). The bin location of materials is designated according to various production units.				QF-STR-03
1.7	It is the responsibility of stores staff to ensure correct handling and storage of materials within the stores area to avoid damage and unnecessary waste. Stores staff ensures that each pack unit is clearly labelled with an internal identification label. The label will clearly state at least the following information: a) stock code/material number b) description Once clearly identified, the goods are placed in the allocated stores area/bin location.				QF-STR-03
1.8	Materials or stationary from store is issued against the placement of store requisition (sr)				QF-STR-01 QF-STR-09 QF-STR-08
1.9	Procedure for Handling, Storage, Preservation & Delivery is reviewed during internal audit for suitability.		MR, Section Heads	During internal audit	Review of procedure
1.10	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
1.11	Corrective actions will be taken if any deviation in document control is detected.		MR	When necessary	Improvement

Reviewed by GM (P&D) :



Approved by D (P&D):



Sl No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq. / Time	Output
2.0	<b>Quality certificate:</b> Quality certificate certifies the quality of a material, quantity etc. It also include inspection result. If quality will not match with the ordered sample next procedure also described.		Section Head		QF-STR-06
3.0	<b>Material Receiving Report (MRR):</b> Material Receiving Report is to be made by the concerned grid substation/office is made.		AM/DM		QF-STR-05
4.0	<b>Material Requisition Slip.</b> Material Requisition Slip is an official form on which a request for office need is made. Any office employee fill up this document and at the time of material issued from stores. Without requisition slip the material should not be issued from the stores. This form consists of the details like department initiating the document the description of materials, Quantity required etc. Based on the material requisition the stock register is updated and the quantitative details of inventory are maintained.		Section Head		QF-STR-08
5.0	<b>Material Issue Voucher (MIV)</b> It is the Voucher of the store authority as regards issue of material from store for use in their office. Issue of material form store must not be made except under proper authorized requisition slip.		AM/DM		QF-STR-10
6.0	<b>Store ladger accounts:</b> Store ladger accounts is a record of quantites and value.Store ledger is kept outside the store.		AM/DM		QF-STR-02
7.0	<b>Receipt and issue card:</b> Receipt and issue card contain only receipt issue and balance of material for store		AM/DM		QF-STR-01
8.0	<b>Scrap Return Memo</b> When damaged or reject material return to store and co-ordinate proper receiving of finished goods from the procurement department or other suppliers.		AM/DM		QF-STR-07
9.0	<b>Existing Usable Store Equipment:</b> A set of form maintain quarterly for monitoring stores located in different GMD(Grid Maintanance Division). Various technical information for only common & important materials fill up in this form by authorized officer.		Concerned GMD		QF-STR-11

Reviewed by GM (P&D) :

Approved by D (P&D):