

Title **Material Issuance from Stores**

Objective This document covers the standard process to be followed for/during material issuance from Raw Material Stores.

Start Point	Person with approved material request slip reaching the stores	End Point	Material issue and updating of stock in the stock register
Exclusion	This procedure excludes the issuance of engineering / machine spares. The same is covered under procedure SOP/Dept/XX		
Responsible	RM Stores Executive	Accountable	Materials Manager
Inputs	Material Request from the requestor in the form of Material Request Note (Rec/Dept/0X) and duly approved by the concerned Manager. Material for issue	Outputs	If material is available in stock - Material Issue and updated system stock If material is not available in stock – Purchase Order to supplier
Timelines	From Material Receipt to Material Issuance – 20 mins From Material Receipt to raising Purchase Order – 10 mins		

SOP Sample from www.csensems.com

Process Steps

- | | |
|---|-----|
| | 1. |
| # | 2. |
| * | 3. |
| | 4. |
| | 5. |
| | 6. |
| # | 7. |
| | 8. |
| | 9. |
| | 10. |

Note

- This process steps requires specific skill set

* - This step involves potentially unsafe action / unsafe condition

Escalation Point

1. If you come across any problem in following the steps (like material is found in a different condition from what is mentioned in the procedure) immediately inform to your immediate supervisor.
2. If machine is not working as stated in the procedure contact your section maintenance engineer.
3. If you have suggestions for a change in the SOP or improvement in the process, contact your supervisor.

SOP Owner

Approver