

[Organization logo]

[Organization name]

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WAREHOUSING PROCEDURE

Code:	
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Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [AS91002]: Adapt to the existing practice in organization.

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Change history

Date	Version	Created by	Description of change
	0.1	9100Academy	Basic document outline

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[organization name]

1. Purpose, scope and users

The purpose of this procedure is to describe the process of warehousing and planning warehousing resources.

This procedure is applied to warehousing processes within the QMS.

The warehousing process includes, but is not limited to: storage of raw materials, products, clients' property, nonconforming product and hazardous waste.

This procedure excludes:

- Temporary storage of humanitarian aid
- Temporary storage in case of incidents and emergency situations

Users of this document are [CEO and employees of warehousing department] of [organization name].

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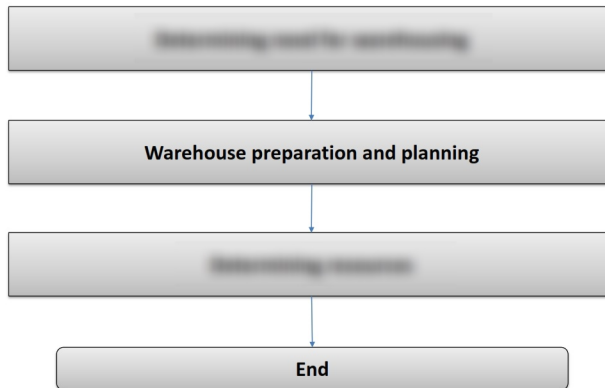
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2. Reference documents

- AS9100 Rev D standard, clause 8.5.4
- Sales Procedure
- Procedure for Management of Nonconformities and Corrective Action
- [other legal and contractual requirements]

3. Planning warehousing resources

3.1. Process flow



3.2. Determining need for warehousing

While determining needs, [job title] looks beyond the basic need of a warehouse to store products and materials. While determining needs, [job title] will consider, as a minimum:

- [redacted]
- [redacted]
- [redacted]
- to protect and account for inventory, and
- as a buffer in the event of a breakdown or delay in the supply chain.

Commented [AS91008]: E.g. CEO

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3.3. Warehouse preparation and planning

3.3.1. General storage needs

[Job title] must keep these requirements in mind during the planning of the main operating areas. Planning consideration needs to be given to the following:

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Commented [AS910011]: E.g. Warehouse Manager

- [redacted]
- [redacted]
- [redacted]
- sizing the goods receipt and dispatch area;
- [redacted]
- [redacted]
- allowing sufficient space to repackage damaged items and place them in separate stacks;

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[organization name]

- sufficient free space is needed to operate a warehouse effectively – when planning the size of a warehouse, consider:
 - [redacted]
 - through-put rate,
 - [redacted]

3.3.2. **Special storage needs**

[Job title] is responsible for managing storage of goods that require special attention. [Special storage needs of products] are provided by [job title]. Evidences of monitoring and controlling of conditions

[redacted]

3.3.3. **Preservation needs**

[Job title] is responsible for implementing requirements for the preservation of goods in accordance with specifications, including:

- **Cleaning**
- [redacted]
- [redacted]
- **Marking and labeling, including safety warnings and cautions**
- [redacted]
- [redacted]

3.4. **Resource requirement**

In addition to the work methods, equipment and space requirements, it is essential that the

[redacted]

The requirement for the total amount of resources required will be determined by [job title] by analyzing the amount of goods flowing into and out of the warehouse.

4. Warehousing management

4.1. **Process flow**

Commented [AS910013]: Some items require special attention in terms of the type and security of the storage area. For example:

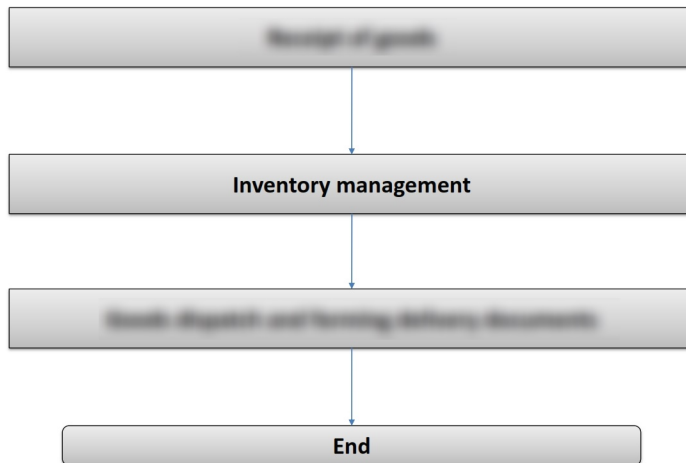
[redacted]

Commented [AS910014]: Write in the special needs of product e.g. humidity, temperature, etc.

Commented [AS910015]: E.g. Warehouse Operator

Commented [AS910016]: E.g. Warehouse Manager

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The role of warehousing management is to ensure that stock is available to meet the needs of the beneficiaries as and when required.

In order to achieve this, [job title] must ensure a balance between supply and demand by maintaining sufficient stocks to cover lead time. To achieve this, warehouse managers must constantly liaise with the suppliers to keep abreast of changing needs and priorities. The warehouse must always have sufficient stocks to cover the lead time for replacement stocks to avoid stock-outs.

FEFO (First **Expired** First Out) method is used for picking rules based on lot expiry date. Lots having shorter expiry dates are not required until they expire first. This method is used mainly to prevent manufacturing industries like medicine, chemicals, paints etc. where expiry date of the lot is very critical.

FIFO (First **In** First Out) is also used for picking rules, but here materials that are received first are issued first. FIFO will be used for warehouses where there is limited storage space and material moves in a single direction along the line.

[Job title] is responsible to establish and enforce vertical and horizontal signalization in the warehouse in order to comply and speed up the process of picking and putting goods in the warehouse.

4.2. Receipt of goods

[Job title] controls receipt of goods and compares quantities of received goods with the delivery note from the supplier. If everything is in order, [job title] signs the delivery note and fills in the **Goods received note**. When the delivery note is missing or different goods are not in line with the delivery note, [job title] records the actual delivery in [name of document] and notifies the supplier.

Commented [AS910018]: E.g. Warehouse Manager

Commented [AS910019]: E.g. Goods received note

4.3. Inventory management

[Job title] is responsible for monitoring the movement of goods as they are transported from the

Commented [AS910020]: E.g. Warehouse Manager

- establishing levels of operating stocks based on consumption/rate of usage. The stock levels
- maintaining monthly stock usage reports of each item kept in the store and the overall usage trend in the last six months;
-
- establishing quantity, lead time and availability of each item supplied on the market;
-

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[Job title] is responsible for managing hazardous and toxic goods, labeling and defining space for their storage.

Commented [AS910022]: Inflammable product, chemical products, toxic waste etc.

4.4. Goods dispatch and forming delivery documents

According to [name of document] delivered by [job title], [job title] picks and prepares products for

Commented [AS910023]: E.g. Working order

Commented [AS910024]: E.g. Production Manager

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Commented [AS910027]: E.g. Working order

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Commented [AS910029]: E.g. Warehouse Operator

Commented [AS910030]: E.g. Sales Manager

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Commented [AS910032]: E.g. Warehouse Operator

Commented [AS910033]: E.g. internal delivery note

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Commented [AS910036]: E.g. Warehouse Operator

Commented [AS910037]: E.g. Working order or Internal delivery note.

[Job title] picks and prepares products for dispatch according to the invoice delivered by [job title].

4.5. Product returns and storage of non-conforming product

In case of product returns from the customer, [job title], who received the returned product, fills in the [name of document] and sends one copy to [accounting department].

[job title] enters customers' complaint into the Registry of Customers Complaints.

Conforming product can be returned only if it's allowed by contract.

If product was returned from production, [job title] signs [name of document] confirming receipt of

Non-conforming product is handled according to the Procedure for Management of Nonconformities and Corrective Actions.

[organization name]

5. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Record of Warehousing Temperature Control	PR.11.1	2 years	[office of Warehouse Manager]	[job title]

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Commented [AS910039]: If the record is in electronic form, write the name of the folder on Warehouse Manager's computer.

6. Appendices

- Appendix 1 – Record of Warehousing Temperature Control

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