

[Organization logo]

[Organization name]

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WAREHOUSING PROCEDURE

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

Commented [16A2]: Adapt to the existing practice in organization.

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Change history

Date	Version	Created by	Description of change
	0.1	16949Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to describe the process of warehousing and planning warehouse resources to ensure the proper preservation of materials, components and parts from internal and external sources. Correct preservation and handling of products and materials needs to be maintained throughout all process steps, from incoming, to delivery to customer location.

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].

Commented [16A4]: Write in other exclusions that organization finds appropriate.

Commented [16A5]: Adapt to organization's practice.

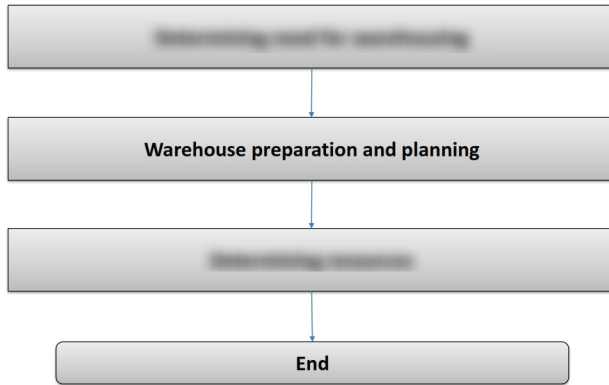
Commented [16A6]: Adapt to organization's practice.

2. Reference documents

- IATF 16949:2016 standard, clause 8.5
- 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

[Job title] is responsible for implementing customer-specific requirements related to the preservation, identification and storage, if applicable.

Commented [16A7]: Typically, is Quality Manager.

While determining need, [16A8] shall consider the basic need of a warehouse to store products and materials. While determining need, job title shall consider a warehouse:

Commented [16A8]: E.g. CEO

- The volume of goods
- Speed of through-put required
- An area for sorting and consolidating different goods
- To ensure safe storage of goods
- To ensure identification, safe and secure handling, maintenance, and transportation
- To avoid contamination
- Location of a facility in the context of availability of sites in the supply chain

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3.3. Warehouse preparation and planning

3.3.1. General storage needs

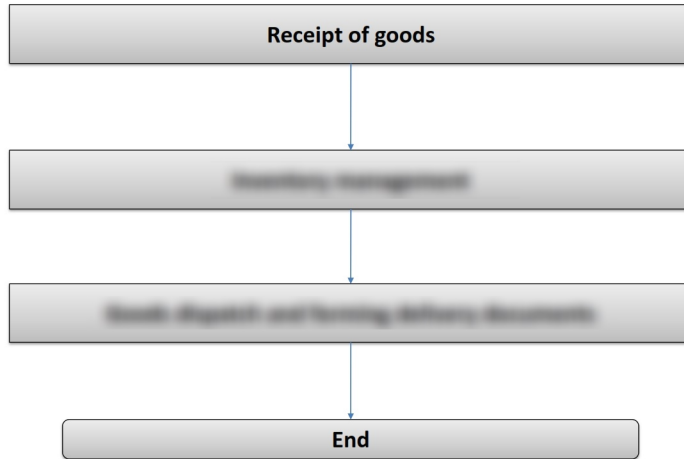
Commented [16A10]: Adapt to organization's needs.

[Job title] must keep these requirements in mind during the planning of the main operating areas.

Commented [16A11]: E.g. Warehouse Manager

Planning considerations shall include the following:

- allocating space for each type of product and locating number;
- [16A11] shall consider the basic need of a warehouse to store products and materials. While determining need, job title shall consider a warehouse:



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 times. To achieve this, warehouse manager must constantly have all the programs to keep track of changing stock and quantities. The warehouse must always have sufficient stocks to cover the lead time for replacement stocks to avoid stock-outs.

Commented [16A17]: E.g. Warehouse Manager

FEFO (First Expired First Out) method is used for picking rules based on lot expiry date. Lots having shorter expiry dates are used first. This method is used mostly in perishable manufacturing industries like medicine, chemical, etc. where expiry date of the stock 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 non-perishable items that are stored in long-term storage and material does not change location along the way.

[Job title] is responsible to establish and enforce vertical and horizontal signalization in the warehouse in order to simplify 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. Following is a table, which lists the delivery note and the goods received note. When the delivery note is received in warehouse goods are put in bin with the delivery note, [job title] records the actual delivery in [name of document] and notifies the supplier.

Commented [16A18]: E.g. Goods received note

Commented [16A19]: E.g. Warehouse Manager

4.3. Inventory management

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

- Establishing levels of operating stocks based on consumption/rate of usage. The stock levels shall be reviewed from time to time depending on current needs; ensure that weekly and monthly stock balance reports of each stock item and the total value are prepared;
- Reviewing and reporting on a six-month basis slow-moving items indicating the last movement date of the unit value and total value and liaise with user department;
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- Reviewing and reporting on a six-month basis slow-moving items indicating the last movement date of the unit value and total value and liaise with user department;

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

[Job title] is responsible for transferring obsolete products to the nonconforming product areas. This

[Job title] is responsible for setting and monitoring parameters of the warehouses, such as

4.4. Goods dispatch and forming delivery documents

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

[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

[Job title] stores returned product in the space in the warehouse dedicated to non-conforming product and [job title] enters customers' complaint into the Registry of Customers Complaints.

Commented [16A20]: 5S a workplace organization method that describes how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order.

Commented [16A21]: Inflammable product, chemical products, toxic waste etc.

Commented [16A22]: Adapt to your organization, typically is a logistic operator.

Commented [16A23]: Adapt to your organization and material/products requirements.

Commented [16A24]: E.g. Working order

Commented [16A25]: E.g. Production Manager

Commented [16A26]: E.g. Warehouse Operator

Commented [16A27]: E.g. Production Manager

Commented [16A28]: E.g. Working order

Commented [16A29]: Delete if unnecessary.

Commented [16A30]: E.g. Warehouse Operator

Commented [16A31]: Delete if unnecessary.

Commented [16A32]: E.g. Sales Manager

Commented [16A33]: E.g. Warehouse Operator

Commented [16A34]: E.g. internal delivery note

Commented [16A35]: Adapt to organization's practice.

Commented [16A36]: E.g. Sales Manager

[organization name]

Product was returned from production. [16A37] was [16A38] containing [16A39] of [16A40] and then stored in the area in the warehouse dedicated to non-conforming product.

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

Commented [16A37]: E.g. Warehouse Operator

Commented [16A38]: E.g. Working order or Internal delivery note

5. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Record of Warehousing Parameters Control	PR.13.1	2 years	[office of Warehouse Manager]	[job title]

Commented [16A39]: Delete if unnecessary.

Commented [16A40]: 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 Parameters Control