

System - Dispatch Loading

1	Depend on the total sales order, Dispatch clerk should allot FG bag on Dispatch area through forklift driver
2	As per dispatch clerk instruction, Forklift operator should unload the FG pallet from FG area to Dispatch area
3	The opening balance of the stock at dispatch area should be register in dispatch sheet
4	Truck wise dispatch pick slip received from sales coordinator by dispatch clerk on 03:50pm
5	Truck wise 1 st weight (Empty truck) booked in Weighment
6	As per pick slip stock, Dispatch clerk give intimation to load-man to load the at truck in presences of truck driver
7	All loaded stock should be updated in dispatch sheet as per the pick slip order wise by dispatch clerk
8	Dispatch clerk should verified the Opening stock vs Loading stock Vs Physical closing stock
9	Closing stock of 1 st truck must be the opening stock of 2 nd truck
10	If any deviation in closing stock, Dispatch clerk should revalidate the closing stock
11	Once complete the loading stock at truck, The 2 nd weight (Loaded truck) should booked in weighment
12	Net weight of weighment vs Standard norms weight should be consolidated by dispatch clerk
13	Dispatch loading time start & end noted in Dispatch sheet
14	Dispatch clerk get sign from truck driver on dispatch sheet
15	Weekly once Inventory manager should validate the dispatch sheet

Note : If any suspect regarding loaded quantity, Both in front of dispatch clerk & driver load-men should unload & reload the material. Finally the loading & unloading cost will be bared by those who committed mistake.
(Either driver or load-men & dispatch clerk combinely)

Prepared
by

J. H. [Signature]
10/02/18

Accepted
by

[Signature]
10/02/18

[Signature]
10/02/18
AD. Augustine