

Standard Operating Procedure

Title: Work-In-Progress Area (WIP)

Department	Warehouse	Document no	WAR-055
Prepared by:		Date:	Supersedes:
Checked by:		Date:	Date Issued:
Approved by:		Date:	Review Date:

Document Owner

Warehouse Manager

Affected Parties

All warehouse staffs

Purpose

To describe the purpose and use of the Work-In-Progress (WIP) area.

Scope

The overall responsibility to maintain this SOP is for the Warehouse Manager. This SOP will be followed by Warehouse Operators on day to day operations.

Definition

QFG	Quarantine Finished Goods
QIG	Quarantine In-coming Goods
Slip sheet	Specially prepared cardboard used on the top of empty pallet.

Related Documents

Form-015	Warehouse Information Form
MAN-040	Waste or Rejects Removal – Manufacturing Facilities
MAN-005	Clothing Requirements Inside the Factory Areas

EHS Statement

Safety Glasses and gloves must be worn when using IPA.

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1. General

- 1.1. WIP areas are critical areas, as a constant flow of waste and returns from production are going down to the Warehouse through WIP 3, all finished goods from production are going

Warehouse Information Form

(Ref. WAR-015)

Purchasing team has to write clearly either to Distribute, Rework, Return or Destroy

Date	
Product/Material Code	
Product/Material Name	
Product/Material Location	
Product Booking Number (for distribution)	
GRS Number (in case of return)	
Purchase Order Number (in case of return)	
Vendor Invoice Number (in case of return)	
DR Number (in case of return)	
Sydco Contact	
Description of Product/Material	
Comment	

If goods to be returned to supplier, Purchasing team has to provide the following information

Date to be sent	
Address to be sent	
Transportation Mode	
Pallet Quantity	

Warehouse assembled by:	Sign:	Date:
Warehouse Checked by:	Sign:	Date: