

Standard Operating Procedure (SOP) for Warehouse Operations

1. Purpose

To ensure consistent and efficient operations in the warehouse, including small assembly, picking and packing, kitting, labeling, and third-party logistics (3PL), while maintaining compliance with ISO 9001:2015 standards.

2. Scope

This SOP applies to all warehouse operations and personnel, including the Project Coordinator, Supervisor, Team Leader (TL), Material Handler, and other associates.

3. Roles & Responsibilities

- **Project Coordinator:**
 - Act as the primary liaison for customer and supplier communications.
 - Address and resolve customer issues promptly, providing timely updates on progress and resolutions.
 - Develop and adjust production schedules based on customer and supplier requirements, ensuring effective communication with all stakeholders.
 - Allocate necessary resources (personnel, materials, space) to supervisors and team leads to maintain smooth operations.
 - Set up and manage jobs within the Prodsmart Application.
 - Ensure precise inventory management and timely order fulfillment.
 - Conduct physical inventory audits once a week to verify accuracy against Prodsmart records.
 - Maintain accurate records for receiving and shipping, including packing slips.
 - Prepare and distribute data reports, inventory reports, and defect reports to customers.
 - Generate billing sheets and daily operational reports for warehouse activities.
 - Track and report payable hours for all warehouse labor.
 - Manage the non-conforming materials area and prepare RMAs to return defective parts to suppliers weekly.
 - Enforce adherence to safety protocols, 5S principles, and ISO standards within the warehouse.
 - Conduct weekly Layered Process Audits (LPA) to ensure compliance with established procedures.
 - Conduct monthly Warehouse Health & Safety Audit.
 - Develop and implement Quality Alerts (QA) to address and rectify operational issues.
 - Oversee the Warehouse Escape and Resort KPI Tracker.
 - Review daily production KPIs and lead huddle meetings to discuss performance metrics and operational updates.
 - Implement CAPA (Corrective and Preventive Actions) to address customer complaints and issues.
 - Identify opportunities for continuous improvement to enhance warehouse operations.
 - Oversee and manage training programs for new hires, as well as ongoing development for existing staff to ensure high performance and adherence to standards.
- **Supervisor:**
 - Oversee daily warehouse operations, assigning tasks to associates and team leaders to ensure smooth workflow.
 - Lead by example, working alongside the team to set performance standards and expectations.

Standard Operating Procedure For Bonded Warehouse Delhi

Jiyuan Zhang



Standard Operating Procedure For Bonded Warehouse Delhi:

Enjoying the Track of Term: An Psychological Symphony within **Standard Operating Procedure For Bonded Warehouse Delhi**

In a world eaten by monitors and the ceaseless chatter of fast interaction, the melodic elegance and mental symphony created by the written term frequently fade in to the background, eclipsed by the constant sound and distractions that permeate our lives. But, situated within the pages of **Standard Operating Procedure For Bonded Warehouse Delhi** a marvelous fictional prize overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that interesting masterpiece conducts viewers on a mental journey, skillfully unraveling the hidden tunes and profound influence resonating within each carefully crafted phrase. Within the depths of this emotional assessment, we shall examine the book is central harmonies, analyze its enthralling writing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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