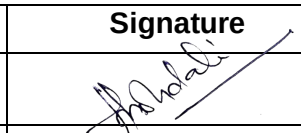
HATEEN TECH.CONT. L.L.C

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

STORAGE & HANDLING PROCEDURE

	Name	Signature	Date
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	13 June 2026	Original issue.	AUTHORIZED OFFICER

2. PURPOSE

The purpose of this procedure is to effectively control the movements of materials in and out of stores and also to ensure that the material/consumable/tools/equipment is delivered to the site/customer in an efficient and timely manner.

3. SCOPE

The procedure covers the handling, storage, preservation, issue and returns of all goods in the organization.

4. RESPONSIBILITIES

Stores In charge

- Inspection and receipt of goods in stores.
- Maintain stock level.
- Prepare purchase requisition for purchases.

5. PROCEDURE

5.1 Receipt of goods

Purchased goods

5.1.1 Upon receipt of material, the Stores In charge shall collect the suppliers' delivery documents.

(Invoice, delivery note, etc.) From the driver and Purchase order copy from Purchase Officer.

5.1.2 All incoming goods/materials shall be visually inspected by Store In charge prior to acceptance / use. The incoming inspection carried out by the stores in charge shall cover as minimum, the following:

- Checking the condition and recording any obvious damage/deterioration/expiry date
- Verification of quantity against supplier's document and delivery documents
- Checking the conformity of specification to the purchase order

5.1.3 If any deviation is observed during inspection, record it on suppliers' delivery documents and Operation Non-Conformance Report. Only accepted material shall be allowed into the storage area. The goods having any deviation shall be stored in the Quarantine area, till a decision is made regarding its disposition.

Customer supplied products

5.1.4 Samples supplied by the customer shall be suitably identified, documented and if practical, stored separately. Use of customer provided sample shall be recorded with clear reference to sample provided.

5.1.5 If customer property is damaged or lost, while being at company's custody, the Sales Executive and operation Manager shall prepare a detailed report describing the circumstances under which the sample / facility was damaged or lost and mentioning the nature of damage.

5.1.6 After completion of inspection, Stores In charge shall stamp it for inspection and submit invoices, Operation Non-Conformance Report and copy of suppliers' delivery documents to the accounts section to settle payments. The inspection results shall be recorded in Goods Received cum Inspection Note.

5.2 Handling of materials

5.2.1 Materials delivered to the warehouse/site stores shall be handled carefully with due care, especially during loading and unloading stages, in order to avoid any possible damage or personnel injury. Handling of materials will be performed carefully according to type.

5.3 Identification, Storage and Preservation

5.3.1 Stores In charge shall arrange all items in store in the specified locations. Similar material shall be arranged in adjacent locations identified by Size / Batch number etc. Materials purchased for a job are kept together and identified with the job name.

5.3.2 Material not affected by atmospheric conditions may be stored at normal room temperature. Whereas materials liable to deterioration (such as welding rods/paints/ chemicals/etc.) must be stored in suitable environmental conditions and proper room temperature as specified by the suppliers/manufacturers.

5.3.3 The arrangement of material storage shall allow easy access for checking and issue of materials. The Stores In charge shall have adequate control of stock conditions by continuous monitoring particularly for those materials with limited shelf life. Store in-charge ensures that stored materials are rotated frequently so that materials are issued on a first in first out basis.

5.4 Requests from Sites

Stores shall receive requests from all the various sites stores in charge shall verify all such requests and checks the availability of materials in the stores. If required material is available, then issue is made. If it is unavailable, then a purchase request is made to the Purchase Dep.

5.5 Issue from stores to requesting sites

5.5.1 On receipt of requests from various site(s), material will be issued and delivered to the relevant site(s).

5.6 Delivery from Stores

5.6.1 Delivery of material shall be arranged by the company's own trucks or customer's vehicles. The Site Engineer / Stores In charge shall ensure the right quantity and type of products are dispatched.

5.6.2 After loading the truck / trailer, Stores In charge shall verify the items and prepare the Delivery Note. In case of any pass required for access to sites, it shall be arranged by the Stores In charge.

5.6.3 Delivery Notes acknowledged by site/customer representative shall be returned by the driver and filed by Stores In charge. A copy is to be kept by receiving party.

5.6.4 The copy shall be issued to the accountant. Accountants should keep track of all delivered items for documentation, traceability, and to update project consumable cost.

5.7 Delivery Returns

5.7.1 When materials are returned by clients/ work site (damaged or wrong specifications), the Stores In charge shall verify the quantity against the details in Operation Non-Conformance Report and offload the goods in the yard. A “HOLD” tag shall be attached to the material, and it shall be communicated to the respective department head and management representative.

5.7.2 Management Representative shall discuss the problem with the Stores In charge and a Corrective / Preventive Action Request shall be raised as per the magnitude of the problem.

5.8 Updating of stock detail

5.8.1 The details of stock received and delivered is updated and maintained by the Stores In charge on a daily basis. The stock details are updated in the Stock Register on a daily basis for its status.

6. RECORDS

Incoming Material Inspection Report	IMS-SH-F01
Material Goods Return Note	IMS-SH-F02
Machine Tools & Equipment List	IMS-SH-F03
Machine Tools & Equipment Issue Form	IMS-SH-F04