

# WAREHOUSE MASTER PROCESS

DOCUMENT NUMBER : MP-02

ISSUE NUMBER : 01

DATE :

- Responsibility:**  
Warehouse Manager

- Resources**
- Fork lift truck
- Pallet/Pump truck
- Non-conforming stock area
- Workstation/computer
- Ladders

- Documents & Records**
- FLT service records
- Copies of driving licences
- Delivery notes
- Purchase orders
- Stock take sheets
- Requisition sheets
- Supplier monitor records

- Competence, Training, Awareness**
- FLT Licence
- Safe Manual Handling Training
- AVA Health & Hygiene
- Warehouse procedures training

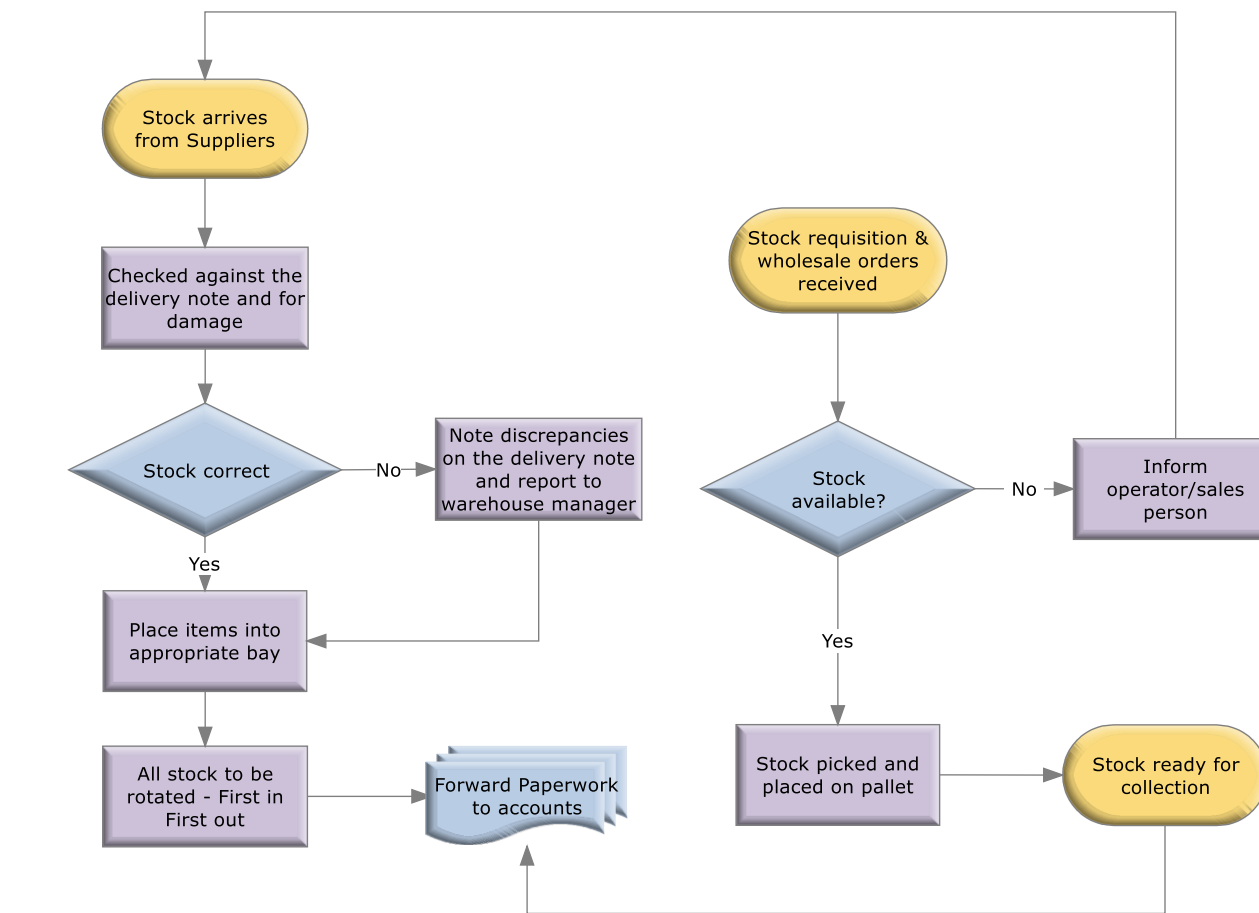
- Quality Control**
- Deliveries checked for quantity and damage on delivery
- All stock rotated
- Picked orders checked
- Stock Take

- Inputs**
- Wholesale orders
- Operator stock requests
- Stock deliveries

- Outputs**
- Stock stored
- Wholesale orders ready for dispatch
- Operator orders ready for collection

- Objectives**
- All stock receipts checked against delivery note
- All stock receipts checked for damage
- Stock stored in correct location
- All stock rotated
- Stock compiled as per order
- Recycle Cardboard/Plastics

- Procedures/Activities**
- QP-01 Control of Documents Procedure
- QP-02 Control of Records Procedure
- QP-04 Non-conformance Procedure
- QP-05 Corrective Action Procedure
- QP-06 Preventive Action Procedure
- Sales – Wholesale
- Purchasing
- Goods Inwards
- Stock Control and Traceability
- Operator Stock Requisition
- EMS Control of Waste Procedure
- EMS Environmental Office Practices



- Health & Safety Objectives**
- Reduce Accidents
- Warehouse Risk assessment
- Lone worker Risk assessment
- Working at height Risk assessment
- Attend company H&S meetings
- Attend Tool Box Talks

- Environmental Objectives**
- Reduce waste
- Reduce OOD stock
- Recycle cardboard, plastics, Pallets
- Reduce energy – switch off lights/equipment
- Reduce the number of deliveries where possible

- Master Forms**
- Cash slip
- Goods collection note
- Stock requisition form
- OOD and damaged goods
- Wholesale order form

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## INTERACTION WITH OTHER PROCESSES

