

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

AN Whitehead



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