



MHCPL

Doc. No. MHCPL-FP-STR

Rev. No. 01

STORES FUNCTIONAL PROCEDURE

Date: 15.04.2025

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# MY HOME CONSTRUCTIONS (P) Ltd.

Block -1, 1<sup>st</sup> floor, My Home Hub,  
Madhapur, Hyderabad - 500 081.

## **STORES FUNCTIONAL PROCEDURE**

Document No: MHCPL-FP-STR		Rev-01, Revision Date: 15-04-2025	
Prepared by	Reviewed by	Approved by	Issued By
E. Koti			
Manager- Stores	Head- Stores	Director(P)	MR
Date:	Date:	Date:	Date:



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### **1. Revision history**

<b>Date</b>	<b>Rev No</b>	<b>Reason for Change</b>	<b>Prepared</b>	<b>Reviewed By</b>	<b>Approved By</b>
01-07-2019	00	Initial release of functional procedure by ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	Manager Stores	HOD Stores	Senior President (P)
15-04-2025	01	Regular Review and added & table of contents and a list of procedure elements	Manager Stores	HOD Stores	Diretor (P)



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## 2. List of Functional Procedures

Sl. NO	Name of the procedure	Documents No	Rev NO	Effective date
1	Stores Organisation Chart / Man Power Requirement	SOP-01	0	01.04.2019
2	Stores Infrastructure Set up with Layout.	SOP-02	0	01.04.2019
3	Stores Location Chart & Identification Marks	SOP-03	0	01.04.2019
4	Stores Functions, Duties & Responsibilities	SOP-04	0	01.04.2019
5	Store Documents, Stamps & Records	SOP-05	0	01.04.2019
6	Procedure of Receiving Materials at Stores	SOP-06	0	01.04.2019
7	Procedure of Major Material Receiving & Accounting	SOP-07	0	01.04.2019
8	Procedure of Asset Receiving & Accounting	SOP-08	0	01.04.2019
9	Procedure of Material Unloading, Storing & Stacking	SOP-09	0	01.04.2019
10	Procedure of Material Issues	SOP 10	0	01.04.2019
11	Procedure of Form Work Materials Issue & Accounting	SOP-11	0	01.04.2019
12	Procedure of Tools & Instruments Issue	SOP-12	0	01.04.2019
13	Data Entry in SAP	SOP-13	0	01.04.2019
14	Physical Verification of Capital Items	SOP-14	0	01.04.2019
15	Physical Verification of Consumable Stocks	SOP-15	0	01.04.2019
16	Procedure of Major Material Reconciliations	SOP-16	0	01.04.2019
17	Procedure of Sub Contractor Issue Reconciliations	SOP-17	0	01.04.2019
18	Procedure of Scrap Disposals	SOP-18	0	01.04.2019
19	Material / Machinery Dispatch Procedure	SOP-19	0	01.04.2019
20	Closure of Project & Stores Winding up Procedure	SOP-20	0	01.04.2019



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### **3. Purpose:**

The purpose of this document is to define the Stores Department and its Support Services in handling various Materials involved in the construction of Residential & Commercial Projects of MHCPL.

### **4. Scope:**

This process applies to all the activities involved in the Stores.

### **5. Responsibilities:**

Primary : HOD Project Stores  
Secondary : HOD Projects

### **6. Activities**

- 6.1 Raising New Material Code Requests & MRs
- 6.2 Follow up with Vendors for Material Supplies
- 6.3 Receiving of Materials at Stores against PO
- 6.4 Material Inward Entry & Acknowledgement
- 6.5 Offering for Quality Inspection
- 6.6 Preservation of Goods in the specified Locations
- 6.7 Issue of Materials against valid Material Issue Vouchers
- 6.8 Data Entry in SAP - Goods Receipt Note & Material Issue Bookings
- 6.9 Bill Processing & Forwarding for Invoice Parking
- 6.10 Physical verification of Stocks & Assets
- 6.11 Review of Ageing Inventories & Corrective Measures
- 6.12 MIS Reports & Reconciliations
- 6.13 Scrap Disposals
- 6.14 Equipment Repair & Maintenance - Support Services
- 6.15 Material Dispatch Process & Gate Passes