



# PROCESS MAP OF STORES

(This document describes to control all the activities performed by and for the process implementation, in accordance with ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 requirements)

## MY HOME CONSTRUCTIONS PRIVATE LIMITED

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MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - STORES

Doc. No. MHCPL-PM07-STR

Rev. No. 01

Date: 15.04.2025

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		Amendment History					
Rev. No.	Date	DCR #	Page Affected	Reason for Change	Prepared By	Reviewed By	Approved By
00	01.07.2019	--	All	Initial release of IMS documentation	Manager Stores	HOD Stores	Sr. President (P).
01	15.04.2025	--	All	Regular Review	Manager Stores	HOD Stores	Director (P)

DISTRIBUTION MATRIX		Date:	
Prepared By	Reviewed By	Approved By	Issued by

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## 1. Purpose

To establish, measure, analyse, improve and control the stores process.

## 2. Scope

This process is applicable to all the products and services of MHCPL.

## 3. Responsibility

Primary: HOD Stores

Secondary: HOD Projects

## 4. SIPOC (Source, Input, Process, Output & Customer)

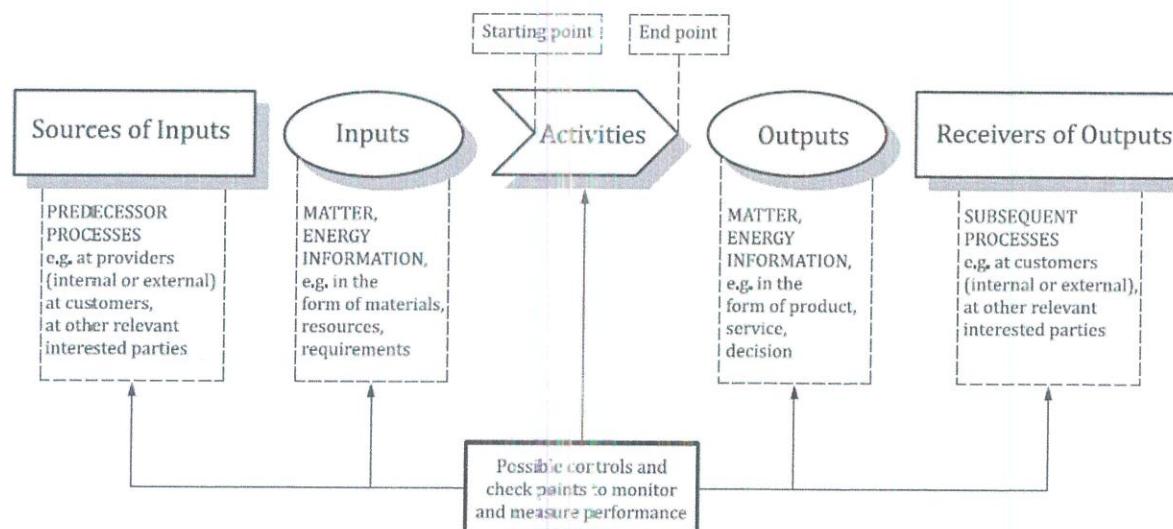


Figure 1 — Schematic representation of the elements of a single process



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#### 4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Site Planning & QS	Raising of Material Request in PHP	Viewing MR in PHP	MR	Stores	Raising Material Code Request - Same Day	Code Request Form	Store In-charge
SAP Team	Arranging Material Code & Raising PR in SAP	Confirmation of PR Raised in SAP Collecting Quotations	PR	Stores	Soon after Material Code creation & PR on the Same Day Making Rate Comparative Statement - Same Day	PR in SAP	SAP Team Purchase Head
Purchase Team	Floating Enquiries as per PR		Offers	Purchase		RCS & Approvals	
Purchase Team	Preparing PO & Taking approvals	Preparing PO	PO	Stores	Taking Approvals of SPP & WTD same day	PO & Approvals	Purchase Head
Supplier	Material Supply Documents like DC / Invoice / LR / Way Bill / MTC / Guarantee Card etc	Reporting of Vehicle with Materials at Site	Inward Document	Stores	Review with reference to PO / LOI / WO & Giving clearance for Gate Entry with Inward Stamp Same Day	Supply Document	Store In-charge

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Source of Inputs	Inputs	Process (Activity )	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Supplier	Unloading Materials as per Supply Document & Review with reference to PO, terms & conditions.	Ensure Quality & Quantity of Materials received in line with PO	Acknowledging the Inward Document	Supplier Representative	Acknowledging Supply Document Immediately after unloading & verification	Acknowledgement	Store In-charge
Stores Team	Offer for Quality Inspection	Informing Quality Department & asking for Inspection	Inspection Request	Quality Department	Inspection of Materials & Quality Clearance to be given in 2 Days of Materials Received.	Inspection Clearance	Quality In-charge
Quality Dept.	Rejection of Materials Inspected	Material Rejection	Rejection	Return to Supplier	Informing Vendor to take back rejected materials immediately / max in 2 days	Rejection Note	Store In-charge
Stores Team	Preservation of Materials	All the materials Inspected & Accepted Materials to be stacked in specified locations with Material Tags & Identification marks.	Entry in Inward Register with stored location	Stores Issue Team	Storing & Stacking of Materials at the specified location with proper identification Tag with in a day	Inward Register with Stored Location	Store In-charge

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Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Stores Team	Data Entry in SAP for GRN	As per Inward Record	GRN	Stores Data Entry Team	Within a Day after Inspection Clearance	SAP GRN	Store In-charge
Stores Team	Issue of Materials to Project Works	FIFO	MIV	Project Team	Issue of Materials against authorised Issue Slip Immediately.	Material Issue Voucher	Store In-charge
Stores Team	Direct Delivery of Goods on Receipt	Instant Supply Quantities	Special Indent	Project Team	Next Working Day Project Team should acknowledge receipt of materials with MIV	Material Issue Voucher	Store In-charge
Stores Team	Physical Verification of Stocks	Review of Store Physical Stocks Vs System Stocks	Physical Verification Document.	Stores Verification Team	A Class Items - Monthly, B & C Class Items periodically - The verification Day	Physical Verification Summary Sheet	Store In-charge
Project Team	Site Returns	Return of Materials to Stores	Site Return Note	Stores Issue Team	Acknowledging of Site Returns on receipt at stores - Same Day	Site Return Request	Store In-charge
Stores Team	Identifying the Scrap Stocks for Disposal	Review of Scrap Items available at Site with various sub-contractor Locations & Listing.	Raising Scrap Disposal Request in PHP	Stores Team	Collecting Scrap Disposal Requests from each Sub Contractor with Location and Declaring with Scrap Disposal Request Fortnightly.	Scrap Disposal Request in PHP	Store In-charge



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Source of Inputs	Inputs	Process (Activity )	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Purchase Team	Negotiating and finalisation of Sale Order with due approvals	Floating Enquiries, collecting Quotations, Rate Comparison & Finalisation of Vendor	Releasing of Sale Order	Stores Team	Upon release of Sale Order, to be contacted with Vendor for lifting of Scrap Next Day.	Sale Order	Store In-charge
Scrap Vendor	Allowing vehicle with valid documents and confirmation from vendor inside our premises for lifting Scrap Items.	Ensuring thoroughly Tare weight of the vehicle prior to loading, allowing loading of scrap items as per company procedure & as declared.	SAP Gate Pass	Scrap Vendor	Ensuring Loading of Scrap Items as per Sale Order, making SAP Gate Pass and Sale Invoice in SAP and permitted out before 6pm same day.	Sale Invoice & GP	Store In-charge
Stores Team	Review of Ageing Inventories	Periodical Review of Ageing Inventories	Inventory Control	Stores	As per the directives of Head Stores, periodical review of Ageing Inventories to be attended every month.	Ageing Inventory Report.	Store In-charge



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Source of Inputs	Inputs	Process (Activity )	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Site Planning & QS	Major Material Reconciliations	Preparation of Major Material Reconciliations.	Inventory Control	Stores & QS Team	As per the directives of Project Head & Site Planning, Stores should ensure to take physical stocks of all the major materials and request for Major Material Reconcilaitons from rrom the Project Team and get it certified by Project Head every month end.	Reconciliation Report	Store In-charge
Maintenance	Repairs & Maintenance of all mechanical items at External Work shop	Preparation of Returnable Gate Pass with Proposed Date of Return and ensuring it got return back after repairs.	Inventory Control	Stores & Mechanical Team	All rectifiable machinery should be repaired either at own workshop or at outside workshop but with proper returnable Gate Pass & Return Tracking.	Repair Register	Store In-charge



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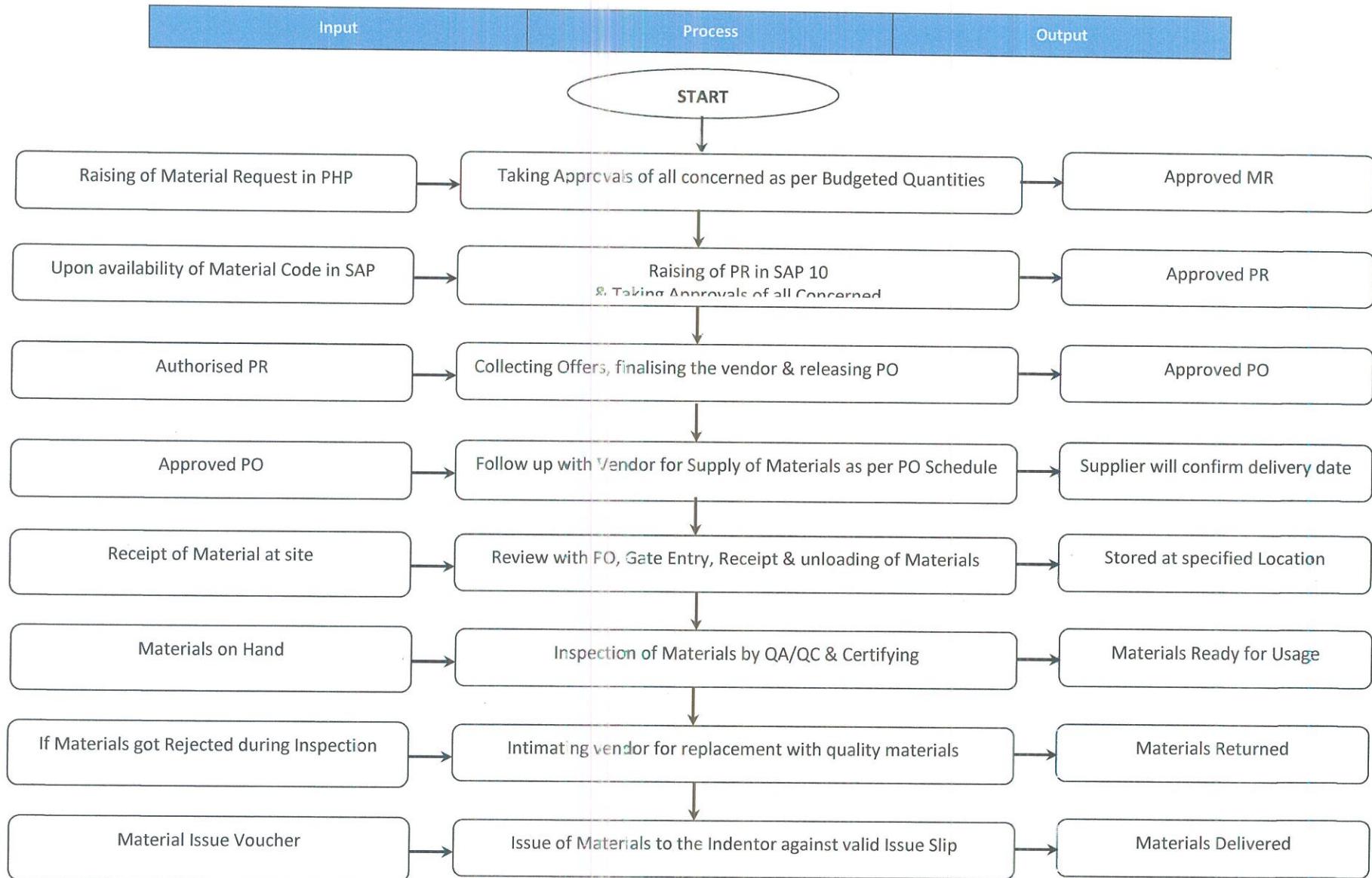
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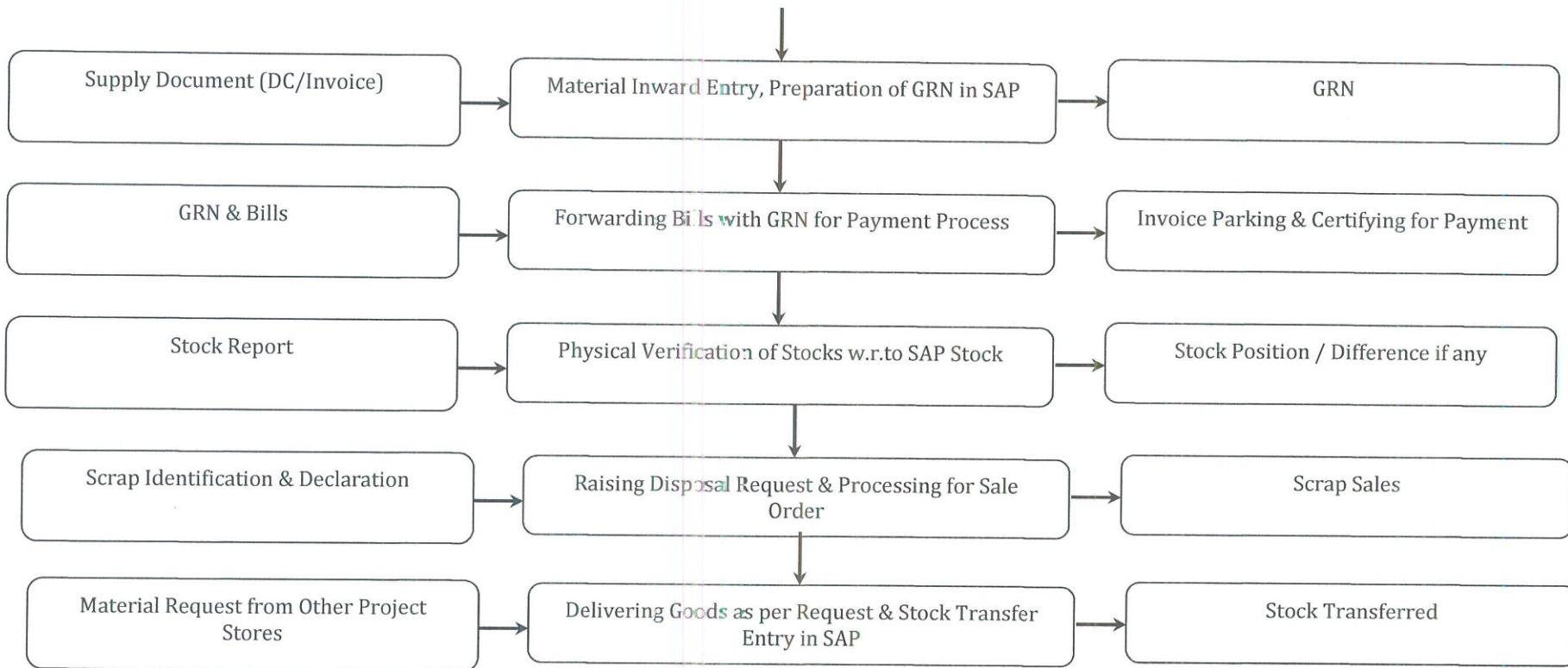
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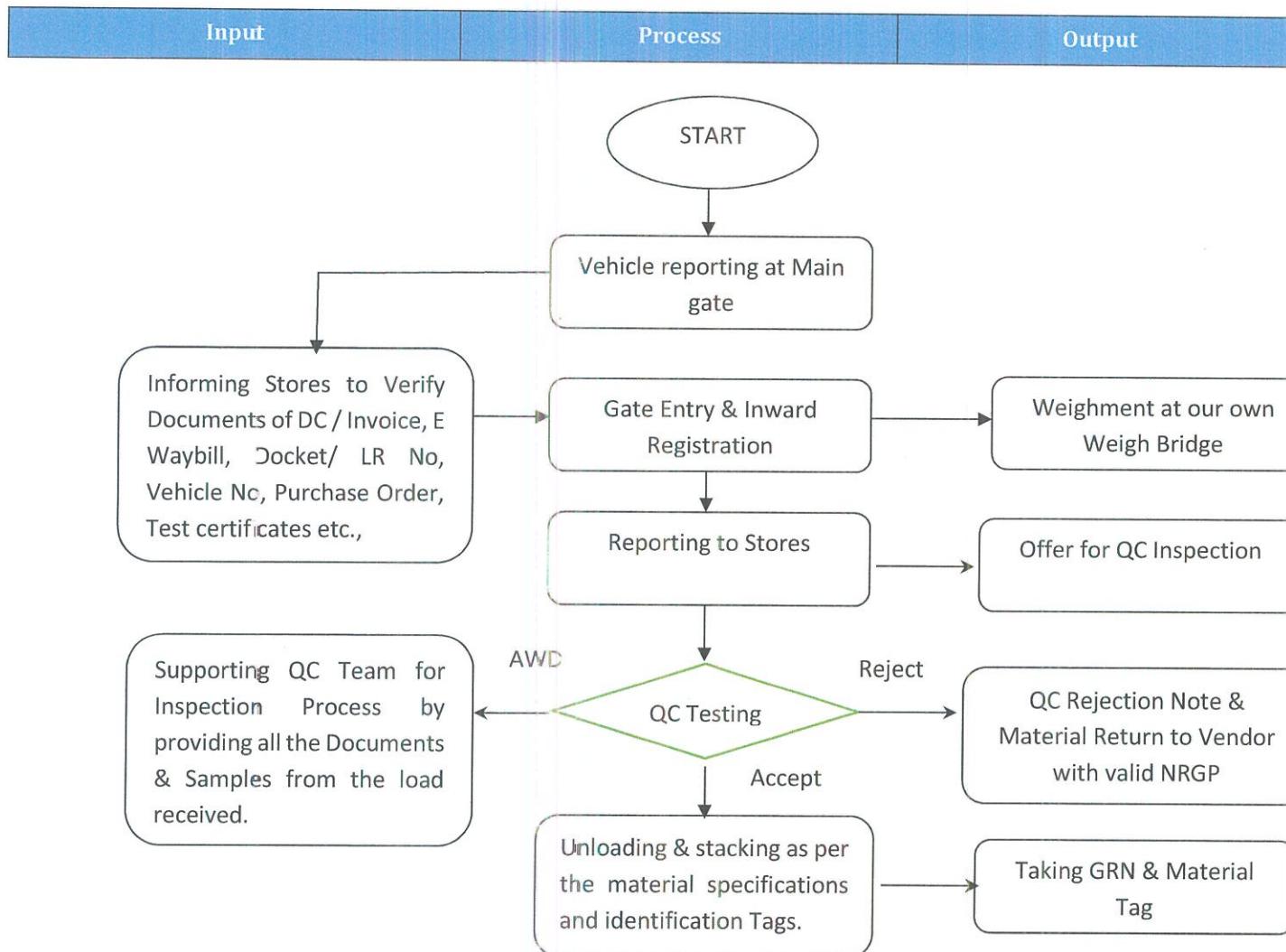
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Source of Inputs	Inputs	Process (Activity )	Outputs	Receiver of Output (Customer)	Key Performance Indicator (KPI)	Documented Information	Responsibility
Stock Transfers	All surplus & Non Moving Inventories	Upon declaration of Non Moving Inventories, other projects may need those items should be transferred against proper transfer requests.	Inventory Control	Both Project Store In-charges	Ensure Material Transfer Request got initiated from requesting site and deliver goods with proper Gate Pass and SAP Stock Transfer Entry.	Despatch Register	Store In-charge

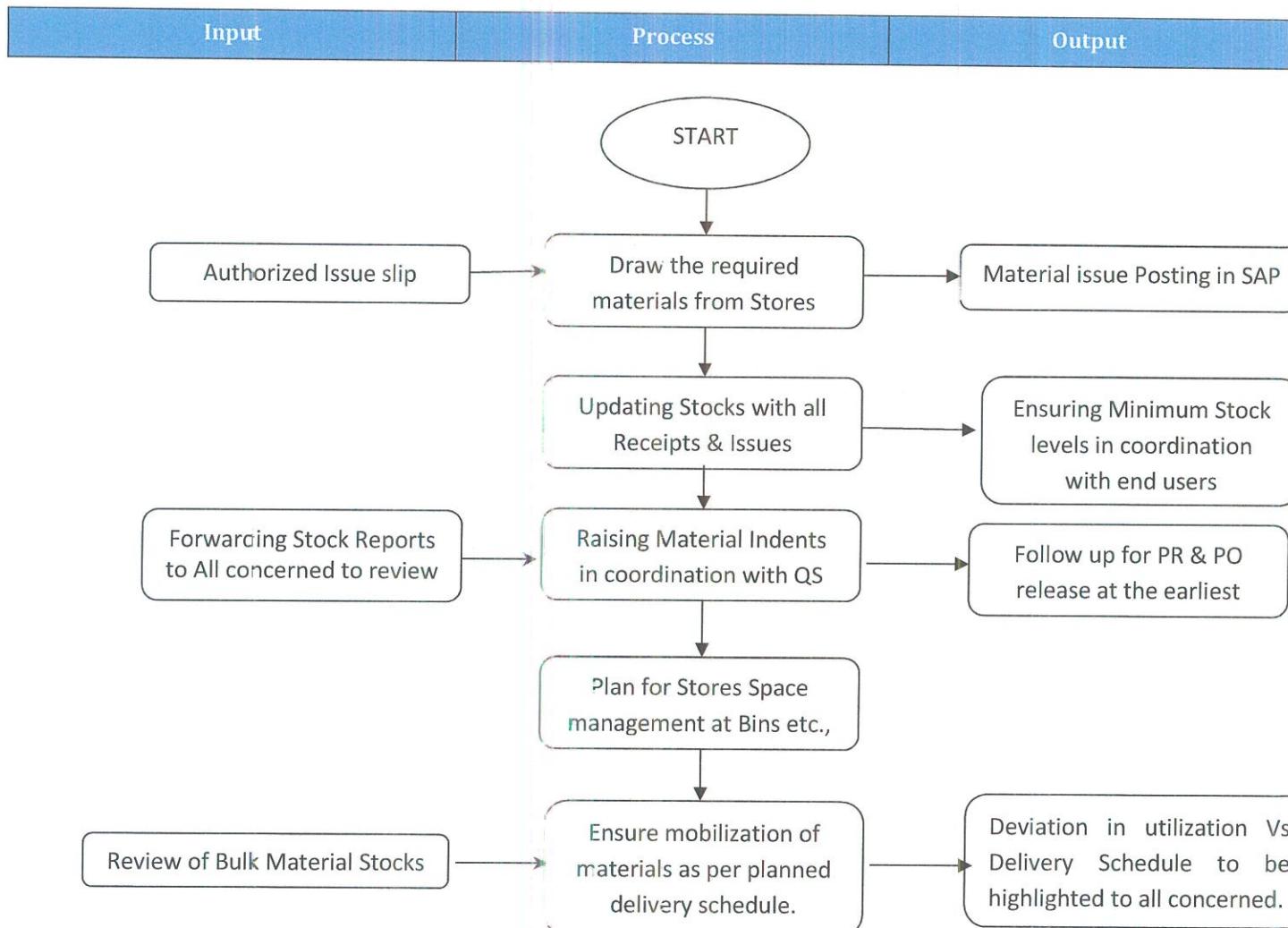
5.1 Process flow diagram:





**5.2 Stores Process flow diagram (Receipt of material):**


## 5.3 Process flow diagram (Issue of material):





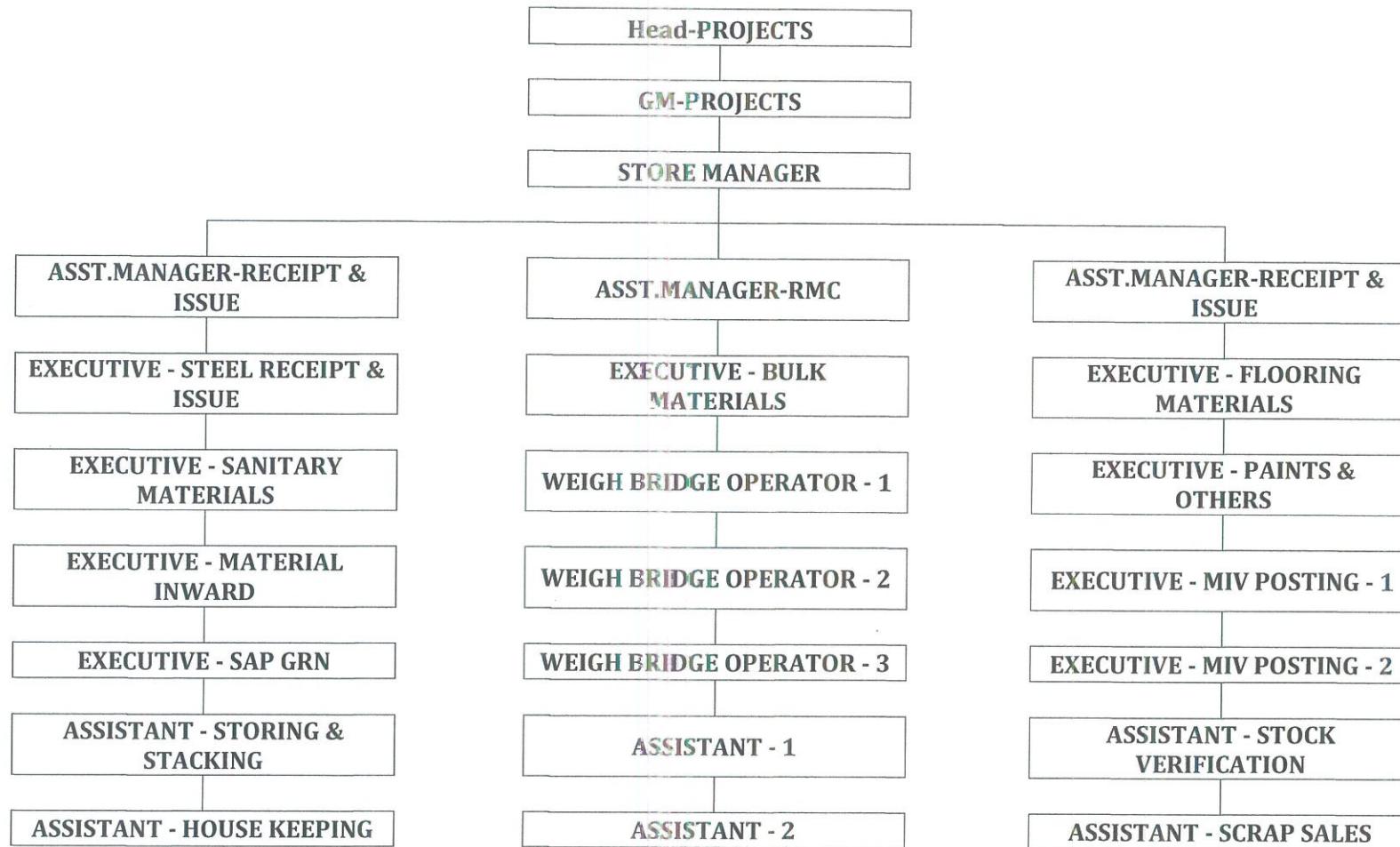
## 6 Objectives

Q/E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Resources	How	Where	Frequency	Method	
Q	Zero Inventory Compliance	Qty	0	100	FY	Zero Deviation of Stocks Recd. Vs Recpt Document	NA	Thorough Physical Check	Stores	Daily	Counting, Measuring, Weighing	Store In-charge
S	Zero Incident or Occurance	Qty	0	0	FY	Safe Handling of Materials	Safety SOP's, House keeping	Safe Handling	Stores	Daily	Wearing Safety Shoes, Gloves & Nose mask	All
Q	Zero damage Inventory	Qty	0	0	FY	Ensuring no Breakages / pilferages / Obsolescence	pre / inward Inspection	Proper Storing & Stacking	Stores	Daily	Incident Register	All
S	Zero Incident or Occurance	Qty	NA	0	FY	No over Loading / Not storing at Heights, Usage of Proper Tools & Tackles	Tools & Tackles	Adapting Safe Storage Methods	Stores	Daily	Incident Register	All
S	Reporting of Near Miss Incidents	Qty	NA	20	FY	Reporting all Near Misses & Recording	Display Board	Awareness	Stores	Monthly	Incident Register	All

\*Q – QMS, E – EMS, S – OH&SMS, UOM – Unit of Measurement, FY – Financial Year, PA – Per Annum, PM – Per Month, NMT – Not More Than, NLT – Not Less Than



## 7 Departmental Chart





### 7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
HOD - Stores	Stores incoming activities	To segregate, identification, and traceability of new materials and components necessary for projects. Storage of material as per inspection and test status. Handling, receipt storage and issue of materials required for user department.	Right material storage at right place with proper identification and ease traceability.
	Issues	Guiding stores staff in issuing the material to the user department. Updating the records and bin cards. Maintenance of records.	Issuing right material to the user department.
	Preserving activities	Checks on stock levels. Keeping a track on items. Following FIFO system.	
	EHS related issues.	To have a track on rack's capacity and material stored on the racks. To advise the staff regarding good house-keeping. To guide the core team in identifying the HIRA & EAIR in their area. Planning to control the usage of natural resources and energy conservation. To comply all the norms given by external agencies.	Healthy workmen. Clean environment.
	Management system implementation and maintenance.	Facing the Internal and external audits. Reviewing the objectives at regular intervals. Taking necessary Corrective actions observed non conformities. Conveying the improvements to top management through MRMs.	Continual improvement. Internal customer satisfaction.



Role	Responsibility	Authority	Accountabilities
		<p>Determining the competency level of purchase personnel and with the assistance of training, identify training needs.</p> <p>Permitting the staff to attend the training classes provided by HR department.</p> <p>To insist workmen for wearing PPE while performing the task.</p>	

## 7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	Head - Stores	Master's Degree	30+ Years	Capable to Manage all the Project Stores with proper guidance, support, Training & Development, Decision Making
Level - 2	Manager - Stores	Degree with Specialization	20+ Years	Can able to manage all the Stores Functions, Feels Ownership, SAP Operating Knowledge, thorough in MIS Reports & Reconciliations, IMS Procedures & Good Material Knowledge
Level - 3	Dy Manger - Stores	Degree	10+ Years	Able to support Incharge - Stores in all conditions and good in stores operating knowledge, SAP Operating Knowledge, Excel, Word, POP skills
Level - 4	Executive - Stores	Degree	5+ Years	Independent handling experience of Stores product category wise with utmost knowledge on Systems and Documentation flow and material accountability.
Level - 5	Supervisor - Stores	Matriculate +	2+ Years	Timely reporting and honouring the works assigned and ensuring things done on day to day basis.



## 8 Issues – Risks & Opportunities:

### 8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q, E, S	Unloading of material	At monsoon	Moisture content in the material, Unloading employee ill health		Halt the unloading at rains	2	3	6	Overhead canopy	W-Monthly H-Stock statement R-HOD Stores
Q, E, S	Stacking of material	Floods/ Seepage	Material wastage		Preservation method	1	3	3	Nil	W-As & when H-Incident report R-HOD Stores
Q, E	Inward	Cement bag quality	Spillage/ leakage of cement		Instructed the external provider not to use hooks	1	2	2	Instructed to maintain RM bag quality	W-Monthly H-Spillage quantity R-HOD Stores
Q	Logistics	Delay in delivery	Affect project delivery		Follow-up for material delivery	1	2	2	Alternative suppliers	W-Monthly H-PR vs Receipts R-HOD Purchase
Q	Manpower	Availability of manpower	Delay in loading/ unloading of material & Compensation of waiting charge		Alternative manpower arrangement	1	2	2	Alternative contractor	W-Monthly H-PR vs Receipts R-HOD Stores

### 8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Inventory management	Space constraint	Mix up of material and wear and tear of material/ theft of material		Best utilization of space	2	2	4	5S implementation	W-Monthly H-Stock statement R-HOD Stores



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Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Stacking of material	Over stacking/ not strapping	Man/ Material fall from height		Stacking limits as per SOP	1	3	3	Nil	W-MRM H-Incident/ near miss register R-HOD EHS
S	Stacking/ Issue of material	Working at height or ladders	Man fall from height		Stacking limits as per SOP	1	3	3	Nil	W-MRM H-Incident/ near miss register R-HOD EHS
Q, E, S	Flammable material like Paints, thinner, tarpent oil	Exposed to direct sunlight	Affects chemical properties & Flames		Placing the tarpaulin on the chemical barrels	3	2	6	Shed for chemical storage	W-MRM H-Provision of resources R-HOD Stores

**Probability (P):** (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

**Severity (S):** (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

**Risk Rating (RR) =** Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W – When, H – How, R – Responsible



## 9 Interested Parties – Risks & Opportunities:

### 9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	External provider	Compliance to agreement terms	Business continuity & supply of material/ services		Adherence to agreement terms	1	3	3	External provider evaluation	W- MRM H- External provider evaluation R- HOD Purchase

### 9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	QA & QC	Identification of material	Mix up of material/ Issue of wrong material		Labelling of material	1	3	3	Nil	Nil
Q	Purchase	Sufficient time for procurement	Affects delivery of the project		Monthly and weekly planning report	1	2	2	Intimation to stores for any deviation of the requirement	W-MRM H- Dispatch efficiency report R- HOD Projects
Q	External provider/ Contractor	Timely arranging of material	Affects delivery of the product		Stacking plan	2	2	4	Market predictions	W- Monthly Dispatch efficiency report R- HOD Projects
Q	Projects	Extra manpower	Affects delivery		Alternative manpower	2	2	4	Overtime duty	W- Monthly



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		requisition in advance			arrangement by supplier					Dispatch efficiency report R- HOD Projects
E & S	EHS	Zero incidents, Safe work atmosphere, Adherence to PPE's compliance	Occupational illness & Injuries		Training on HIRA & environmental aspects	2	2	4	PPE's Management & workplace monitoring (Air quality, Noise & Illumination monitoring)	W- MRM H- Incident review R- HOD EHS

**Probability (P):** (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

**Severity (S):** (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

**Risk Rating (RR)** = Probability (P) X Severity (S); If is RR  $\leq$  5 Acceptable and if RR  $>$  5 Not Acceptable

W – When, H – How, R – Responsible



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#### 10 Documented Information

##### 10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1	Ref: Store master list of record- Project Wise	MHCPL-DIM-Annexure-1	Internal	00	MR	HOD- Stores	HOD	Tearing

##### 10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	Ref: Stores master list of Records- Projects Wise	MHCPL-DIR-Annexure-1	00	00	MR	HOD- Stores	HOD	Tearing

\*\*\* (END OF THE DOCUMENT) \*\*\*