

## **CONTRACT MANUFACTURING GUIDELINES FOR PROCESSORS/ PACKERS**

### **INBOUND PROCESS**

- ✓ Pre-unloading inspection of vehicle and visual inspection of bulk to avoid Quality issues
- ✓ Collect the samples from random bags from different sections of the vehicle and tests for various parameters like moisture content, grain count, impurity checks and colour of the product etc. as per standard protocol.
- ✓ Accept the bulk based on quality checklist
- ✓ Ensures good housekeeping practice & workers personal hygiene to be maintained in inbound area according to the Standard Health Safety & Environment (HSE) norms and checklist
- ✓ Ensure Lot numbers to be maintained bag/case wise.
- ✓ Prepare the Bulk for effective fumigation process by punching 10 -12 holes of around 3 to 6 mm diameter

### **BULK MATERIAL HANDLING AND STORAGE PROCESS**

- ✓ Store the bulk in a designated area as per the protocol.
- ✓ Separate Storage areas to be created as following
  - Bulk area
  - Fumigated Bulk material
  - PM Material
  - Other consumables
  - Cleaned Bulk (Ready for Production, except material not required for fumigation directly can be issued to production)
  - Finished Goods (FG) material
  - Rejected material (Material rejected ready for Return To Vendor)
- ✓ Identification tags should be affixed for each Lot at each stage for systematic material movement tracking
- ✓ Ensure Product Fumigations are done according to agreed Standards.
- ✓ Fumigated bulk to be kept separately to avoid contamination
- ✓ Ensure cleaned and fumigated bulk are sent for Production

### **PRODUCTION PROCESS**

- ✓ Ensure good and Hygienic housekeeping activities are followed without fail.
- ✓ Ensure the Cleaning machines, Sorting & Grading machines are cleaned regularly & before article change over
- ✓ Ensure agreed quality standards maintained throughout the process
- ✓ Ensure that all manual cleaning equipment's, Sorting & Grading pre-requisites are met and ensure that the area of operation is clean and free of infestation.
- ✓ Ensure aspirated cleaning to be done where required

- ✓ Ensure all the approved packing material are with approved barcode stickers.
- ✓ Electronic weighing, Leak proof sealing and use of Metal detector is a must and Electronic weighing to be calibrated periodically.
- ✓ Segregate finish product according to identification protocol for release

### **OUTBOUND PROCESS**

- ✓ Ensure that storage area is clean and free from infestation and that good housekeeping practices are satisfied before starting the movement.
- ✓ Verify PO data, collate, and check for any manual PO to be captured.
- ✓ Prepare the dispatch plan by allocating the FG stocks as per latest PO delivery date and availability of stocks
- ✓ Allocate the FG stocks in dispatch plan to minimize the no. of PO expiry.
- ✓ Maintain FEFO (First Expiry First Out) allocate and enter all quantity in pick list.
- ✓ Inspects the vehicle for any foul odor and any floor or roof damage ensure that the vehicle is cleaned and infestation free before the loading activity begins.
- ✓ Inspect and make sure that the vehicle is not carrying any objectionable material like petroleum products. Also No liquid seepage or spillage in the vehicle
- ✓ Arrange DC wise FG material to fulfill picklist
- ✓ Mark the actual number of bags while loading the vehicle in DC picklist
- ✓ Ensure all documents related to dispatches like E way Bill, PO, GST invoices and required forms are sent along with the vehicle.
- ✓ All the vehicles carrying inventory should be insured and have all the relevant documents
- ✓ Update vehicle details in outward register & dispatch

### **OTHER GUIDELINES**

- ✓ Ensure periodical fumigation is done in Plant / Packing Premises including equipment machineries /utilities.
- ✓ Ensure external audit on HSEF (Health Safety Environment and Fire) is done periodically.
- ✓ Ensure qualified and trained manpower are engaged in operations
- ✓ Ensure all required Licences, Statutory and regulatory documents are compliant as per government norms.
- ✓ ETO is must for Spice Sterilization. ETO Equipment is required as per Company Norms
- ✓ Label printing to be done by IJP/TTO only
- ✓ Shelf life below 75% should not be supplied.
- ✓ Please note that the **SRM portal** is the mandatory method for all RRL printing requirements to fulfil all legal regulatory requirements (FSSAI and LM labelling)
- ✓ Please find below the process to login into SRM portal
  - Your login ID will be Reliance Retail Vendor code and the first time / initial password would be 12345.
  - To unlock ID and reset password, kindly use 'Forgot your password' functionality on SRM portal : <https://retsrn.ril.com>

- Please find below the link for SRM Portal.

[https://retsrm.ril.com/sap/bc/bsp/sap/zsrm\\_portal/Dashboard.htm?ClearMsg=X](https://retsrm.ril.com/sap/bc/bsp/sap/zsrm_portal/Dashboard.htm?ClearMsg=X)

- ✓ To start using the SRM portal for your printing needs, please follow these steps:
  - Login to the SRM portal using your credentials.
  - Navigate to the 'Print label' option.
  - Select the type of printing requirement and proceed.