



STANDARD OPERATING PROCEDURE

TITLE: Material Stacking

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|--------------------------------|----|------------------------|--------|
| SOP No.: | | Department: | SH |
| | | Effective Date: | |
| Revision No.: | 01 | Revision Date: | |
| Supersede Revision No.: | 00 | Page No.: | 1 of 2 |

1.0 OBJECTIVE:

To lay down a procedure for Material Stacking.

2.0 SCOPE:

This SOP is applicable for Material Stacking at

3.0 RESPONSIBILITY:

In-charge – Warehouse

4.0 ACCOUNTABILITY:

Head – Warehouse & EHS

5.0 PROCEDURE:

5.1 Material shall be neatly stacked on stable, level bases that are capable of carrying the weight of the stack.

5.2 Stacking materials shall be carried out by minimum two person or more depending upon the load.

5.3 Stack lumber shall be no more than 16 feet high if it is handled manually, and no more than 20 feet if using a forklift.

5.4 Heaviest material shall be kept on ground level and comparatively lighter materials shall be kept on them or upper rack.

5.5 Stack height shall be below 3 feet from the roof top and electrical installations.

5.6 Ensure stacks are stable and self supporting.

5.7 Stack bags and bundles in interlocking rows to keep them.

5.8 Stack drums, barrels, and keg symmetrically.

5.9 Non compatible materials shall be stored separately.

5.10 Good housekeeping shall be maintained and unwanted materials shall be removed immediately.

5.11 Suitable PPEs shall be used while handling the material in store.

6.0 REFERENCES:

6.1 OSHA 2236 (2002, Revised)

7.0 ANNEXURES:

Not Applicable



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ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No.1 Head EHS
- Controlled Copy No.2 Warehouse, Block-G
- Controlled Copy No.3 Warehouse, Block-C
- Controlled Copy No.4 Warehouse, Block-P
- Controlled Copy No.5 Finished Goods Store, Block-F
- Master Copy Quality Assurance Department

9.0 ABBREVIATIONS:

- SOP Standard Operating Procedure
- Ltd Limited
- No. Number
- PPE Personal Protective Equipments

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

| Revision No. | Details of Changes | Reason for Change | Effective Date | Updated By |
|--------------|--------------------|-------------------------|----------------|------------|
| 00 | New SOP | Introduction of New SOP | | |