

# Standard Operating Procedure

## Title: Warehouse locations and Storage Areas

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Prepared by:		Date:		Supersedes:	
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### Document Owner

Warehouse Manager

### Affected Parties

All warehouse staffs

### Purpose

To understand and draw an schematic diagram of Warehouse and Production areas, identifying in-coming goods storage unit types and storage bin types, Quarantine, Reject Cage, Cool room, Flammable storage, Dispensary booths, Production area, finished goods quarantine area and finished goods storage areas. To define how storage unit types and storage bins are numbered.

### Scope

This SOP is to be used as a guide to define the types of storage units and bins, movement direction within the warehouse and production area. For safety and maintenance of storage units and bins see SOP WAR-060. This SOP does not guide to maintain the environmental grading requirements inside the factory area.

### Definition

SBT	Storage Bin Type - the size and category of location in which the pallet is placed.
SUT	Storage Unit Type - the type and size of storage on which product is stored.
QFG	Quarantine Finished Goods

### Related Documents

WAR-060	<a href="#">Safety Procedure of Warehouse Racking</a>
WAR-055	<a href="#">Work in Progress Area</a>
WAR-095	<a href="#">Dispensary Booth Operation</a>
MAN-005	<a href="#">Clothing Requirements Inside the Factory Area.</a>
MAN-010	<a href="#">Cleaning Responsibilities and Methods for Employees</a>
MAN-015	<a href="#">Factory Cleaning Procedure</a>
MAN-020	<a href="#">Manufacturing Pest Control</a>

### EHS Statement

**NOTE:** When storing pallets in the Bulk Store, the overhang on a pallet should be 150mm.

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### 2. Numbering system of Storage Units and Storage Bins

2.1. There are six types of Storage units used in both receiving and distribution warehouse.

1. **QIG** - For storage of in-coming raw materials and component pending laboratory release. (on the left side of the drawing).
2. **BS** - For storage of laboratory released raw materials and Components. (left side).
3. **CR** - For storage of raw materials required special temperature monitoring (left side).
4. **FS** - For storage of flammable liquids (left side).
5. **QFG** - For storage of finished goods pending QA release for sale (right side).
6. **FGS** - For storage of finished goods waiting for outside distribution (right side).

Each of the storage type has sufficient numbers of storage bins to keep the pallets. The numbering of these storage bins is done in a format of X-YY-ZZ,

Where,	X	Stands for each storage row named alphabetically (i.e. A – Z)
	YY	Vertical parameter of storage bin rack identified by numbers
	ZZ	Horizontal parameter of storage bin rack identified by numbers

Figure: 2.2 An example picture of warehouse storage units and storage bins.

