

# Trim store sop



SOP for Trims & Stationary Store Trims & Stationary Store Objectives: \*

Storage of all the various trims and stationeries that comes with detailed data. \* Ensure no short supply of various trims before bulk production.

Activities: \* Pre-Trims & Stationeries Receive Activities: The monthly planner for trims in-house should come to the store in-charge with the weekly updates and changes should be communicated at the very instant of the occurrence. The trims purchase team should make sure to in-house the planned trims at least before 20 days to carry out pilot run and for bulk maximum 5 days.

After receiving the requirement list from the purchase team it is the duty of the trim store in charge to follow up the status of the ordered trims. If in case trim is late from the planned date of receiving then the same should be intimated to the planning, cutting, and merchandiser so that the necessary steps can be taken to acquire the trim before production starts. NOTE: The stock of stationeries should be checked time to time so as to avoid any situation of shortage. \* Trims/Stationary Receive: Unloading the trims: Unloading should be done in the presence of the store in charge/supervisor.

The supplier invoice or the transporters copy of the Delivery Challan should be checked by the trims store in charge and then unloading should be done in the designated area. The received trims quantity should be cross checked against the supplier packing list while unloading and should be verified by the store incharge. If quantity is less, the transporters are informed and it is recorded on Delivery Challan. The Invoice copy should be filed in “ Daily trims/stationary receive file” and at the end of the day material inward details should be updated by the store incharge.

The information of trims received against the Purchase No. is informed to the purchase person and the concerned merchandiser. A swatch card of a trim of every kind received for a particular order should be sent to the merchandiser handling that buyer for approval. Once approved it should be prominently displayed on the trim store board. \* Trims Inspection \* The trims should be kept on the inspection table before checking. \* The trims should be inspected to cross check the purchased quantity to the actual quantity received. 100% inspection should be done for each trims received. \* Make full use of the Count & Weight M/c to know the actual number of particular trims received. \* In case of zippers the length of each should be measured and those not conforming should be separated and exchanged. \* Keeping the trims in racks after Inspection: \* Depending on the order quantity a rack box (upto 3500 garments), 2 rack boxes (3500-8000 garments) or a column(more than 8000 garments) in a rack is allotted for a particular style. A board should be attached to it clearly stating the style number. A stock card should also be affixed along with it duly filled with the required quantity for each trim in that order. \* When the inspection for a trim for a particular order is completed and the received trim is “ OK”, it should be kept in the rack allotted for that particular order. \* All the trims being loaded on to the rack after inspection should be entered into the stock card carefully mentioning the order quantity received and date of receipt. \* If any trim is already available in stock the required quantity for that order is counted and kept on the rack dedicated for that order.

On the swatch card it should be mentioned that the trim was “ IN STOCK”. \* All trims movement should be done carefully. \* Issue trims to various

departments \* Trims should be issued only against the requisition slip. \* Exact number of trims should be issued. No extra trims should be issued. \* As soon as the copy of cut parts issued is received from the cutting room the required amount of trims for stitching that quantity of garments should be fetched from the respective racks. They should all be ready in one carton so that as soon as the line feeder comes with a requisition from bundling the trims are issued. The trims required for packing can be issued only three times a day in the allocated time slot. \* As soon as some trim is taken off the rack for issuing, the issued quantity along with quantity left on the rack should be updated in the stock card. \* Returned trims \* The returned trims should be kept in the returned trims storage area only. \* Records should be maintained about the returned trims along with the departments from where those are coming. \* If those trims are style specific they should be disposed off 2 months after the shipment is sent with a consent from the merchandising department. Keeping of stationary \* As soon as the stationary received it is cross checked with the order quantity. \* It is then kept on the stationary rack segregated according to the type. \* The same is recorded on the stock card mentioning the received quantity and date. \* Issuing of Stationary Stationery should be issued only against a requisition slip. As soon as any kind of stationary is issued the stock card should be updated noting down the issued quantity and quantity left. As soon as the quantity left reaches the danger zone an order should be placed for it.