

UNIT TRAINING MANUAL  
ON  
MECHANICAL PLANNING

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STEEL MELTING SHOP -(1)

ROURKELA STEEL PLANT

STEEL AUTHORITY OF INDIA LIMITED



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## INTRODUCTION :-

MECHANICAL PLANNING BASICALLY DEALS WITH STORES KEEPING, GOOD RELATIONSHIP WITH DIFFERENT SHOPS FOR FABRICATING DIFFERENT JOBS AND ISSUE OF TOOLS TACKELS IN TIME.

## OBJECTIVE OF STORES KEEPING :-

- (1) TO INSURE UN-INTERRUPTED SUPPLY OF MATERIAL WITHOUT DELAY.
- (2) TO PREVENT OVERSTOCKING AND UNDERSTOCKING OF MATERIALS.
- (3) TO PROTECT MATERIALS FROM PILFERAGE AND THEFT.
- (4) TO MINIMISE STORAGE COST.
- (5) TO ENSURE PROPER AND CONTINUOUS CONTROL OVER MATERIALS.
- (6) TO ENSURE MOST EFFECTIVE UTILISATION OF STORAGE SPACE.

RESPONSIBILITY OF STORE KEEPING: --

- (1) RECEIPT OF INCOMING MATERIALS / GOODS.
- (2) INSPECTION OF ALL RECEIPTS.
- (3) STORAGE AND PRESERVATION.
- (4) IDENTIFICATION OF ALL MATERIALS STORED.
- (5) MATERIAL HANDLING.
- (6) ISSUE AND DESPATCH.
- (7) MAINTENANCE OF STOCK RECORDS.
- (8) STORES ACCOUNTING.
- (9) INVENTORY CONTROL.
- (10) KEEP RECORD OF ALL MATERIALS WITH NEW UCS SYSTEM.
- (11) KEEP GOOD RELATIONSHIP WITH OTHER DEPARTMENTS FOR EASY AND QUICK AVAILABILITY OF EXHAUSTED MATERIAL.

## FUNCTION OF STORE KEEPING :---

- STORING AND PRESERVING MATERIAL AT PROPER AND CONVENIENT PLACES SO THAT ITEMS CAN BE EASILY LOCATED.
  
- STORING OF MATERIALS IN SUCH A MANNER SO AS TO MINIMISE OCCURANCE OF RISKS AND PREVENT LOSSES DUE TO DEFECTIVE STORAGE HANDLING.
  
- ISSUING OF MATERIALS TO THE VARIOUS DEPARTMENTS AGAINST MATERIAL REQUISTION SLIPS DULY AUTHORISED BY RESPECTIVE DEPARTMENTAL HEADS.
  
- TAKING INSPECTION OF PHYSICAL INVENTORY IN PERIODIC INTERVAL AND ALSO TO MAINTAIN RECORDS OF INVENTORY.
  
- PROVIDING FULL INFORMATION ABOUT THE AVAILABILITY OF MATERIAL AND GOODS ETC . WHENEVER NECESSARY BY MAINTAINING PROPER STORES RECORDS ELECTRONICALLY.
  
- MATERIAL HANDLING AND ENQUARY THROUGH SAP SYSTEM i.e.
  - 1) mmbe FOR MATERIAL STOCK IN STORES,
  - 2) mb21 FOR MAKING RESERVATION &
  - 3) mb25 FOR CHECKING THE RELEASE STATUS OF MATERIAL RESERVATION MADE.
  
- CALIBRATION OF GAUGES AS PER ISO NORM IS 1 YEAR/DEFECTIVE WHICH IS EARLIER.

### ISSUE OF TOOLS AND TACKLES :-

- ❖ ALL TOOLS TACKLES SHOULD BE ISSUED TO PERSON WITH PROPER DOCUMENTATION.
- ❖ ALL TOOLS TACKLES SHOULD BE INSPECTED PERIODICALLY FOR CHECKING PHYSICAL CONDITION OF IT.
- ❖ ALL TACKLES LOAD TEST SHOULD BE DONE AS PER SCHEDULED (i.e. 6 MONTHS) AND RECORD SHOULD BE MAINTAINED.

### QUESTIONNAIRE :-

- (1) WHAT IS SAP SYSTEM FOR STORE MANAGEMENT?
- (2) WHAT IS DOCUMENTATION OF MATERIAL?
- (3) DOES ALL MATERIALS STORED WITH PROPER TAG AND SPECIFIC LOCATION?
- (4) WHAT IS THE T-CODE FOR MAKING RESERVATION IN SAP SYSTEM ?
- (5) WHAT IS THE DURATION FOR LOAD TESTING OF ALL LIFTING & LOWER EQUIPMENTS?
- (6) WHAT IS THE FREQUENCY FOR CALIBRATION OF GAUGES AS PER ISO NORM ?

SUGGESTION SHEET FOR IMPROVEMENT OF MANUAL :---

1.

2.

3.

4.

5.

6.

NAME --: -----

DESIGNATION :-- -----

DEPARTMENT :-- -----

SIGNATURE :-- -----