

# WAREHOUSE MANAGEMENT SOLUTION

## USER MANUAL -TECHNICAL INSPECTION

## Table of Contents

TECH	INICAL INSPECTION	3
1.	Create Annual Plan	3
	Approve/Reject Annual Plan	
3.	Execute Monthly Plan	7
	Appoint Inspecting Officer	
5.	Conduct Inspection	10
	Inspection Report	

## **TECHNICAL INSPECTION**

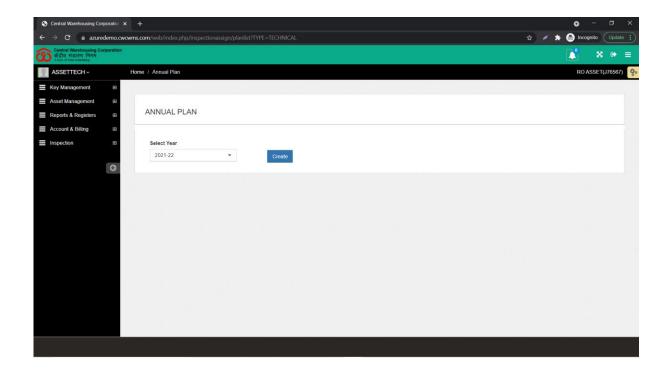
The regional offices can allocate a routine technical inspection of the warehouses under them through the technical inspection module provided in CWC-WMS. To carry out a successful inspection, the users will perform the following steps:

(User - RO Tech)

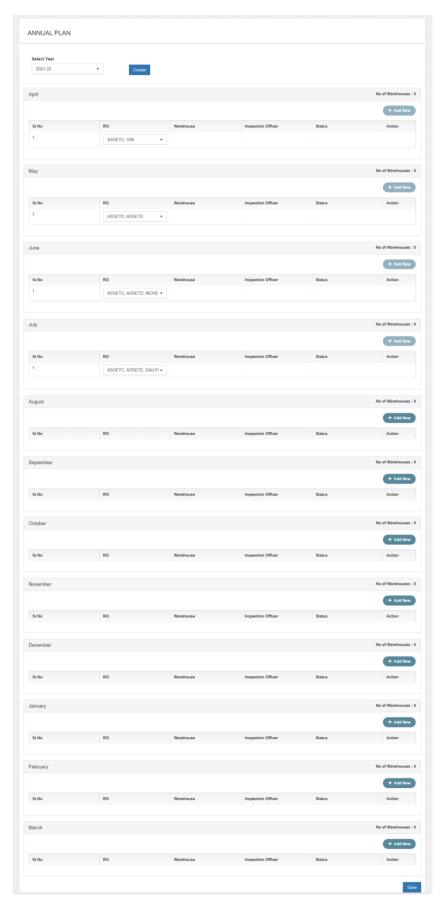
#### 1. Create Annual Plan

- A. RO technical officer of each region will create an annual plan at the start of a financial year.
- B. To create an annual plan, the user will click on the menu:

**Inspection >> Technical Inspection >> Annual Plan** 

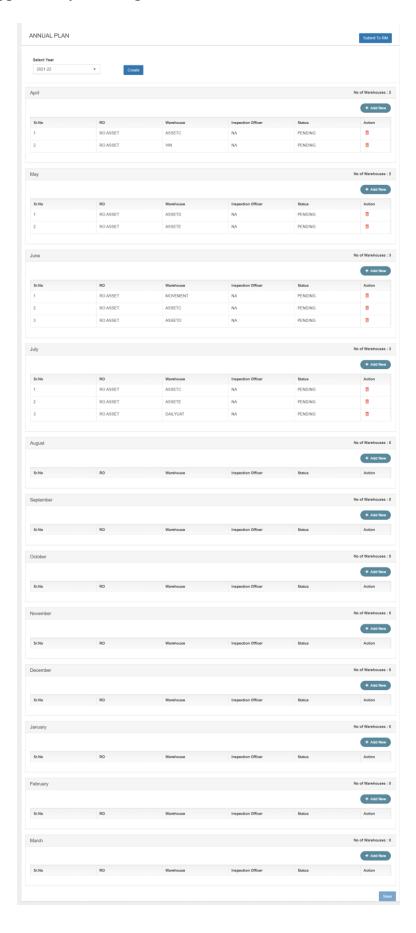


- C. RO Tech will select the financial year for which they want to create a plan and hit the 'Create' button.
- D. RO Tech will proceed with adding the warehouses designated for inspection each month by clicking on the 'Add warehouse' button.
- E. The user can select multiple warehouses for inspection in a month.



F. Once done, the user can save the inspection plan and submit the same for

RMs approval by clicking on the 'Submit to RM' button.



Note: RO Tech cannot make additional changes to the plan once submitted for approval.

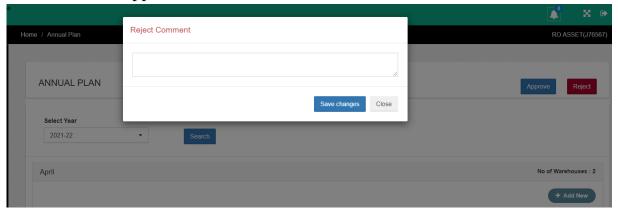
#### (User - RM)

#### 2. Approve/Reject Annual Plan

A. RM can view the annual plan submitted by the RO tech by following the below-mentioned steps:

#### **Inspection >> Technical Inspection >> Annual Plan**

- B. The user will select the relevant financial year and click search.
- C. The RM can perform the following actions on the submitted plan:
  - a) Add a warehouse: The user can add additional warehouses for inspection in a month by clicking on the 'Add warehouse' button and selecting the warehouse name.
  - b) Delete an inspection: The user can delete an inspection for a respective warehouse by clicking on the delete icon.
  - c) Reject the plan: The user can reject the plan submitted by providing the reason for the rejection. RM Tech will create a new plan and submit the same for approval.



d) Approve the plan: The user can approve the plan by clicking on the 'Approve' button.

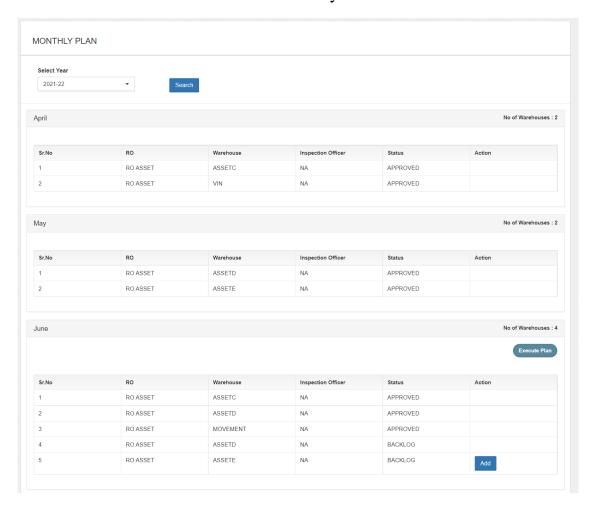
#### (User – RO Technical)

#### 3. Execute Monthly Plan

A. The RO Tech can execute a monthly plan, once approved by RM, by following the below-mentioned steps:

#### **Inspection >> Technical Inspection >> Monthly Plan**

B. The user will select the relevant financial year and click search.



- C. The RO Tech can perform the following actions on the submitted plan:
  - a) Add backlog: The user can add an inspection pending from the previous month to the current month by clicking on the 'Add' button.
  - b) Execute Plan: The user can execute the monthly plan by clicking on the 'Execute Plan' button. This action will send the monthly plan to the RM for appointing Inspecting Officers.

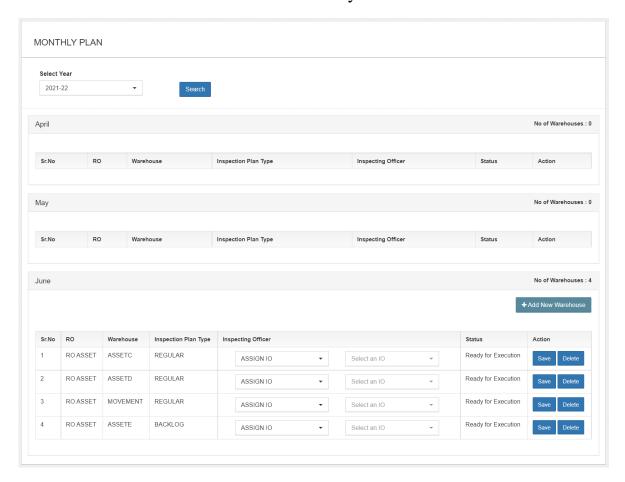
#### (User - RM)

#### 4. Appoint Inspecting Officer

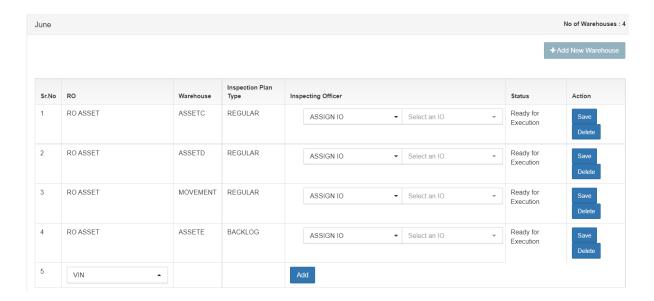
A. The RM will assign the Inspecting officers, for the executed plan, by following the below-mentioned steps:

#### **Inspection >> Technical Inspection >> RO Monthly Plan**

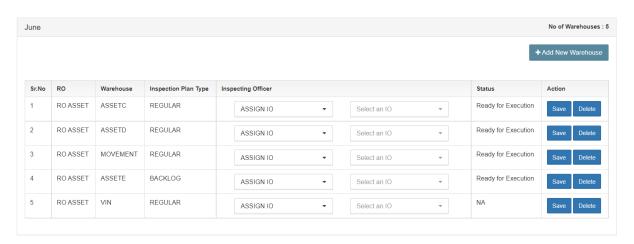
B. The user will select the relevant financial year and click search.



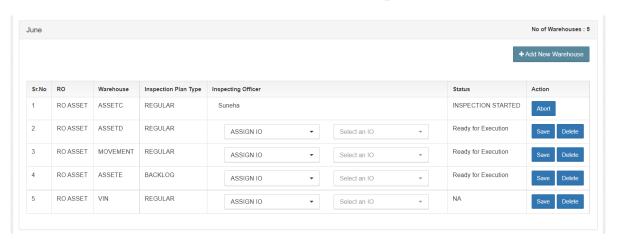
- C. The RM can perform the following actions on the submitted plan:
  - a) Assign IO: The RM can select an Inspecting officer from the provided list and click on the Save button to assign the IO.
    - Note: Only the employees of the A(all) and B categories (SIO, AM, and Superintendent) will come under the IO drop-down.
  - b) Forward to CO: The RM can forward the inspection to the CO for the allotment of an Inspecting Officer.
  - c) Delete an Inspection: The RM can delete an Inspection by clicking on the 'Delete' button.
  - d) Add new Warehouse: The RM can add a new warehouse for Inspection by clicking on the 'Add New Warehouse' button.



e) The RM will select a warehouse and click on the 'Add' button. This will add a new inspection to the list, and the user can assign an IO to the same.



f) The user assigned as an IO will receive an Inspection Link in their email ID and can click on the same to start the inspection.



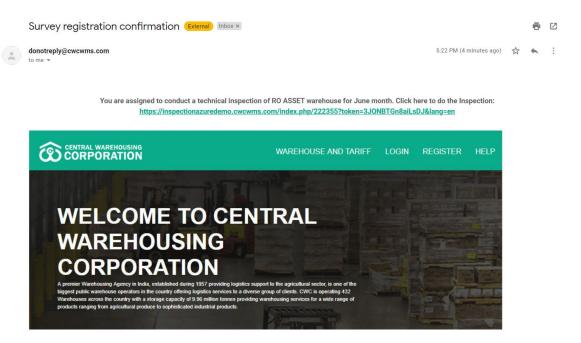
g) The RM can abort an ongoing inspection by clicking on the 'Abort'

button. Once aborted and re-assigned, the inspection will not carry on to the next month as a backlog. The RM will be required to reassign the inspection.

#### (User – Inspecting Officer)

#### 5. Conduct Inspection

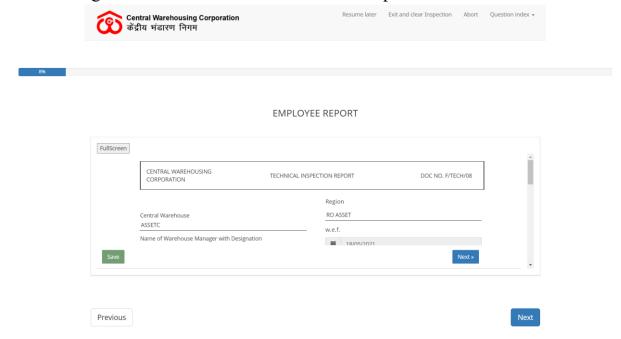
A. The Inspecting officer will receive an Inspection link on their registered email ID.



B. The Inspecting Officer will click on the link provided to start the Inspection. This link will redirect the user to a survey form to conclude the inspection.



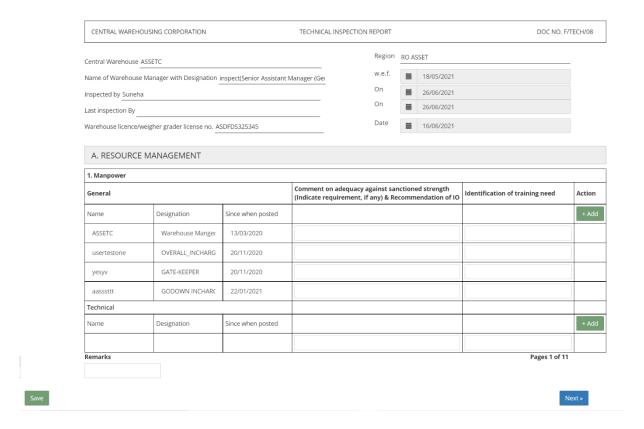
C. Clicking on the 'Next' button will start the Inspection.



- D. The user can perform the following actions on the inspection window:
  - a) Exit and clear Inspection: This will delete all the saved data and exit the inspection.
  - b) Abort: This will delete the inspection altogether.
  - c) Question Index: The user can migrate to different report forms from this drop-down.
  - d) Full-screen: This button opens the report form in full-screen mode for easier access and visibility.
  - e) Save: This button saves the data posted/entered in the form.
  - f) Navigation buttons: Previous and Next buttons to navigate through the report forms.
- E. The Inspection link consists of 11 reports.

Note: The cutoff date/start date for the technical inspection freezes when the user saves the first form, i.e., all the reports will display the closing balance of a day before the inspection date.

- F. The first screen displays the warehouse details.
  - Note: The details in this report are fetched from warehouse management and employee management.
- G. The IO can also edit any entry populated or add a new employee not registered in the system by the warehouse manager by clicking on the add button.



- H. The second screen displays warehouse utilization and the current chemical stock. One can verify this information from the warehouse dashboard and chemical consumption report.
- I. The IO can also add a new chemical not registered in the system by the warehouse manager by clicking on the add button.

2. Infrastructure														
Туре	Capacity (MT)		pacity (MT) Utilization (%)		Comment of internal road	IO on storage worthir , boundary wall & gat	worthiness viz floor, roof, shutter, ventilators, Il & gate etc.					Suggestion for improvement		
HIRED	70													
OWNED	165500													
OPEN	30													
Total	181590		21.21% (20002.82)											
IO shall also comment on maintenance of office block and availability of separate-room for chemical, equipments, dunnage etc.														
3. Chemical														
S.No	Name of the Chemical	Buf	fer/WH	Qty. in stock		Batch No.	Expiry Date		Disposal of empties		ies	Comment of IO on storage & handling of chemicals	Action	
	2	3		4		5	6		7			8	+ Add	
1	ALUMINIUM PHO		/H	80.8		SDFS43543	30/06/2020							
2	ALUMINIUM PHO	W	WH		5	VINAA1343	30/06/2020							
3	ALUMINIUM PHO	W	WH 20		2	SDF4354	30/03/2020							
4	ALUMINIUM PHO	W	/H	2.35		1	30/06/2020							
5	ALUMINIUM PHO	W	/H	12.11		65	13/03/202	20						
6	ALUMINIUM PHO	W	/H	19.1		785	13/03/2020							
7	ALUMINIUM PHO	W	/H	0.6		8	13/03/2020							
8	ALUMINIUM PHO	В	UFFER	30		777	31/08/2020							
9	ALUMINIUM PHO	W	/H	0		578	30/09/2020							
10	ALUMINIUM PHO	W	/H	0		12	27/08/2020							
11	ALUMINIUM PHO	В	UFFER	160		1	21/10/2021							
12	ALUMINIUM PHO	В	UFFER	200		123	30/07/202	21						
13	ALUMINIUM PHO	W	/H	150		1234	14/10/202	1						
14	Bromodiolone	W	/H	136		786B	30/09/202	20						
15	CHLORPYRIPHOS	W	/H	499.9	189	234A	30/09/202	20						
16	CHLORPYRIPHOS	W	/H	20		455646	31/10/202	20						
17	CYFLUTHRIN	В	UFFER	90		45656	29/08/202	20						
18	CYFLUTHRIN	W	/H	54		654	01/01/000	)1						
Verify the pesticide storage & use license, indents on sample basis (10%), physical stock position, indicate chemicals expiring within 3 months & recommendation on requirement / shifting														
Remarks											Pa	ges 2 of 11		
								" Pre	vious			No	vt »	

J. The third screen displays the dunnage stock currently in the warehouse. One can verify this information from the dunnage & deadstock register.

Save

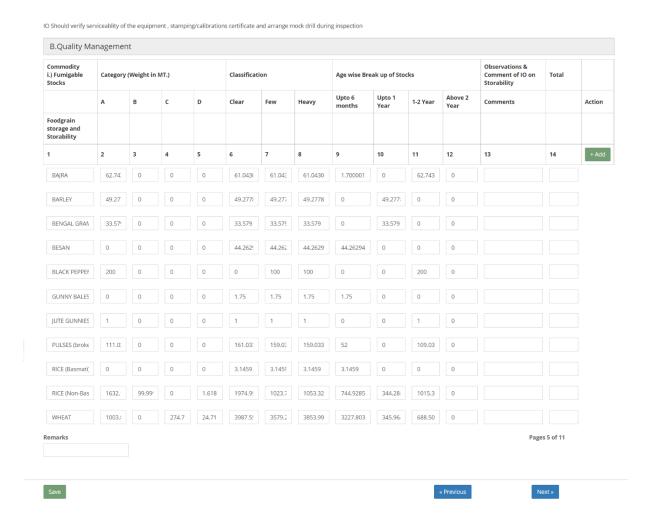
K. The IO can also add a new dunnage item not registered in the system by the warehouse manager by clicking on the add button.



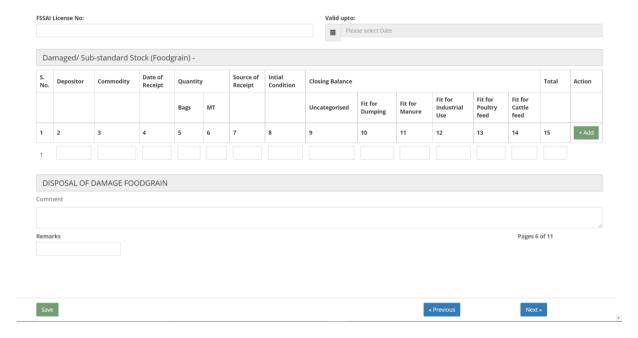
L. The fourth screen displays the pieces of equipment currently in the warehouse. One can verify this information from the dunnage & deadstock register.



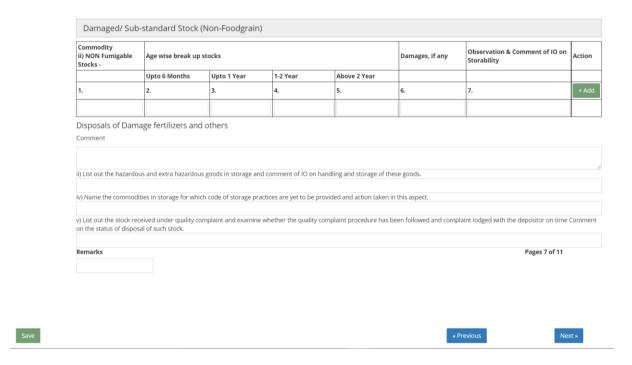
M. The fifth screen displays the age-wise quality breakup of the stock in the warehouse.



- N. The sixth screen displays the damaged/sub-standard stock in the warehouse.
- O. The IO can add a new entry by clicking on the add button.

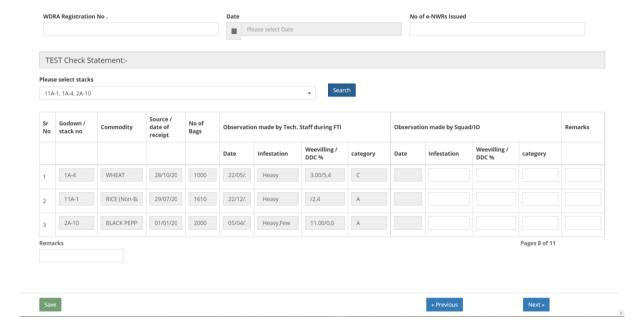


- P. The seventh screen displays the damaged/sub-standard stock (non-foodgrain) in the warehouse.
- Q. The IO can add a new entry by clicking on the add button.

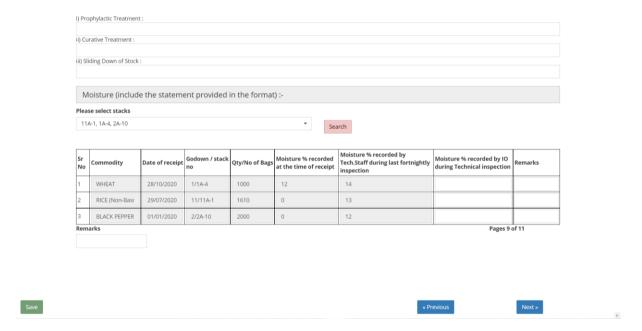


R. The eighth screen displays the quality of the stock in the warehouse. One can verify the data with the fortnightly inspection report.

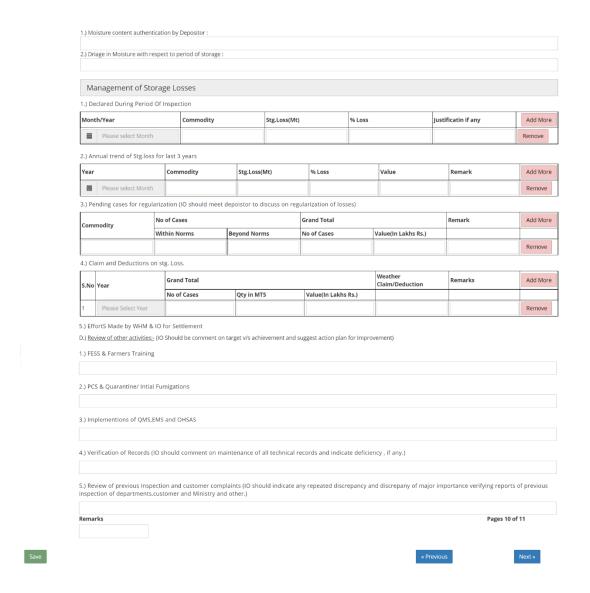
Note: This report only shows the stacks for which the fortnightly inspection was performed.



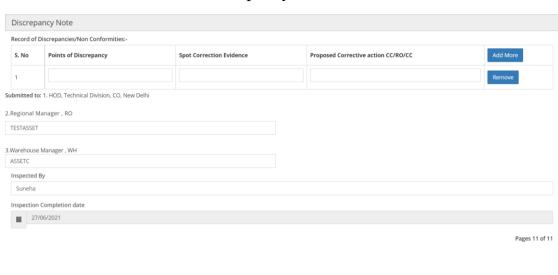
S. The ninth screen displays the moisture content of the stock in the warehouse. One can verify the data with the fortnightly inspection report and quality report.



T. The tenth screen displays the storage loss/gain that occurred during the storage period of the stock. The IO can enter the respective details in the forms and save them for reporting purposes.



#### U. The eleventh screen is the discrepancy note that IO will fill and save.



Save

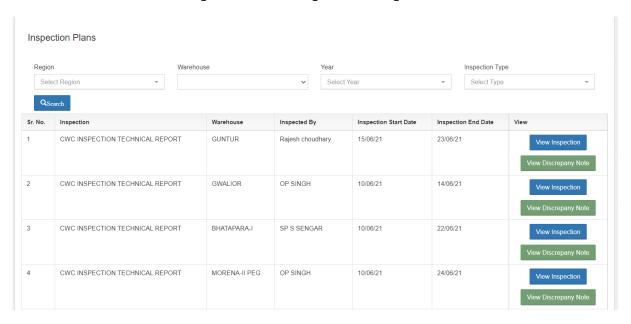
V. Once all the forms are saved, the IO will submit the final report. Once submitted, the link will expire and will no longer work.

#### (User – HOD Tech, RO, Warehouse)

#### 6. Inspection Report

A. The respected users can view the inspection report submitted by the Inspecting officer through the Inspection Report screen.

#### Inspection >> Inspection Report

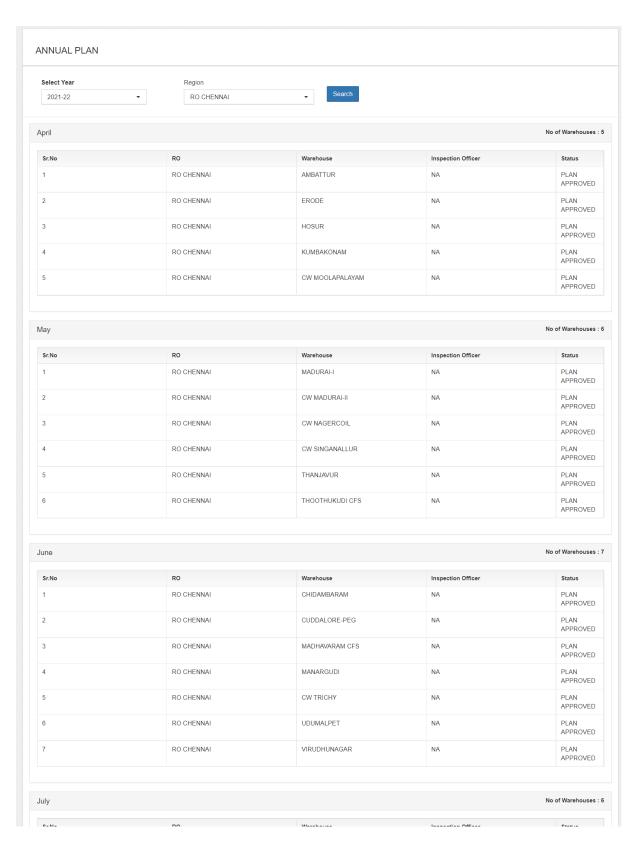


B. The user can view the report and download the same.

#### 7. Annual Plan Report

A. The respected user (HOD Tech) can view the inspection annual plan approved for all regions through the annual plan screen.

Inspection >> Technical Inspection >> Annual Plan

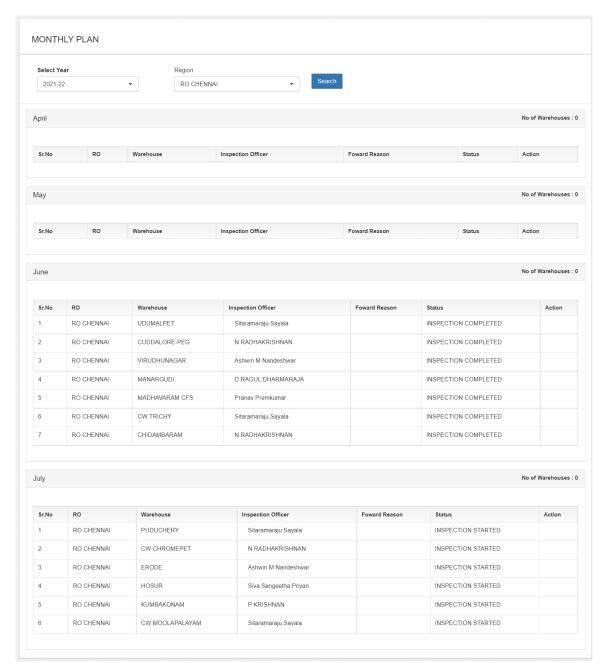


B. The user can view the report by performing the search by selecting the financial year and region.

#### 8. Monthly Plan Report

A. The respected user (HOD Tech) can view the inspection monthly plan approved for all regions through the monthly plan screen.

Inspection >> Technical Inspection >> Monthly Plan



B. The user can view the report by performing the search by selecting the financial year and region.