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**Britannia Nepal Pvt. Ltd.**  
 Lipanibirta, Birgunj, Nepal  
**Vehicle Inspection Report**  
 (General Stores)

Doc.No.:GST/VIR/BNPL/01  
 Issue No.:01  
 Issue Date.:01/3/2019  
 Revision No. 00  
 Revision Date 00


Date						
Time						
Vehicle No.						
Vendor Name						
Material Name						
<b>Parameters to be checked</b>						<b>Status</b>
1.	Overall Condition of Vehicle					Ok/ not ok
2.	Vehicle covered on top/ sides/ bottom with tarpaulin for Open Vehicle					Yes/ No
3.	Condition of tarpaulin					Ok/ not ok
4.	Water Seepage					Yes/ No
5.	Any objectionable odour					Yes/ No
6.	Any infestation, weevils, larva ?					Yes/ No
7.	Any contamination with dust, sand, cement, grease, chemicals, colouring matter,Diesel etc					Yes/ No
8.	Wooden Splinters, at side or bottom ,Sharp edges of truck body					Ok/ not ok
9.	Is the vehicle part loaded with other objectionable, hazardous material					Yes/ No
10.	If Referigerated van - Is chiller working and temperature log ok?					Yes/ No
11.	If bulk tanker, is used exclusively for the same material -RPO / edible oil					Yes/ No
12.	Bullk tankers exclusively for edible Oil with intact seal and seal no. should be same as mentioned in COA?					Yes/ No
13.	Material Recevied in Good Condition					Yes/ No
<b>Remarks (Truck Rejected / Accepted)</b>						
<b>Checked By: Store Incharge</b>						
<b>Verified By: Quality dept.</b>						

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# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

## Mixing Process Chart

Doc.No.:  
Issue No.:  
Issue Date.:  
Revision No.  
Revision Date:

LINE # VARIETY - DATE: SHIFT:

Mix No	Dropping Time	Creaming Time (Fast)	Mixing Time (Fast + Slow)	Dough Temperature (Deg Cel)	Lay Off Time (Min)	Water Used (Lit)	Water Temperature (Used in mixing)	Water Temperature (Water Jacket)	REMARKS

Monitored By

Monitored By



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj, Nepal

Doc.No.:GST/VIR/BNPL/01  
Issue No.:01  
Issue Date.:01/3/2019  
Revision No. 00  
Revision Date 00

**Laminate Print Quality & Declaration Checks Report**

<b>Variety / SKU Name:-</b>		
Date Of Receipt:-	Invoice / Challan No	Vendor's Name
Quantity :	Lot Size (No Of Reels)	Sample Size (No of reels)
Laminate Structure as per COA Laminate Structure as Pkg Std.		
Bond Strength as per COA Bond Strength as per Pkg Std. Bond Strength - as per tests ( if facility is available)	Seal Strength as per COA Seal Strength as Per Pkg Std.	
Colour Shades of Laminate (as per LSD approved shade cards ?)	Seal Strength as per test (if facility is available)	
Text Clarity, Misregistration, Smudging or Faded Text ?		
Photocell Mark Colour ( deep/ dark black ?)"Photocell Mark Band Colour (as per Std ? )		
Britannia Logo with trade mark Registered symbol		
Brand name		
Generic name		
Britannia's registered address panel (Marketed by)		
Manufacturuer's name and address		
Manufacturing Unit's code number		
Quantity (gm) declaration		
Veg Logo - green dot		
In PCO Code Box (MRP, Pkd, Lot No.)		
Best Before declaration (as per standard approved shade card)		
Declaration of ingredients as per approved shade card		
Declaration of Colour Flavours		
Details of Toll free numbersand relevant text for Consumer Complaint		
Barcode No as per approved shade card		
Declaration of non standard weights for non std weights		
Keep your city clean, recyclable material - logo		
Biscuit Design Declaration		
Minimum height of the text / numerals		
<b>Remarks / Status - (Released / Rejected)</b>		
<b>Analyst's Name and Signature</b>		<b>QA In - charge's Name and signature</b>
<b>Sample of laminate shall be filed with this report as a proof</b>		





# BRITANNIA NEPAL PVT. LTD.

LIPANIBIRTA, BIRGUNJ, NEPAL

Material Code :

Description :

## BIN CARD

S. No	Date	Mfg Date	Batch No.	GRN No.	Opening Stock	Receipt Quantity	Issue Quantity	Balance Quantity	Remarks	Store Incharge Sign

<b>BRITANNIA NEPAL PVT. LTD.</b> LIPANIBIRTA, WARD NO. 21 BIRGUNJ, PARSA, NEPAL <b>VISITOR'S ENTRY SLIP</b>	Doc.No.: SEC/VES/04/12 Issue No.: 01 Issue Date.: 01/05/2013 Revision No.: Revision Date:
	Sr. No. _____ Date: _____ Name: _____ BNPL Visitor's ID No.: _____ Address/Organization: _____ Contact No.: _____ To Meet.: _____ Dept: _____ Purpose of visit.: _____ Declared Returnable Belongings - (eg: Laptops, any specific tools, samples of items etc.): _____ Entry of Items by _____ Time In: _____ Time Out: _____ Signature of the Host & Time _____ Visitor's Signature _____ Security's Signature _____

<b>BRITANNIA NEPAL PVT. LTD.</b> LIPANIBIRTA, WARD NO. 21 BIRGUNJ, PARSA, NEPAL <b>VEHICLE ENTRY APPROVAL SLIP</b>	Doc.No.: SEC/VES/04/12 Issue No.: 01 Issue Date.: 01/05/2013 Revision No.: Revision Date:
	Date and time of vehicle reporting at gate Date: _____ Time: _____ Vehicle No: _____ Vendor's Name: _____ Material Description: _____ Quantity as per Invoice: _____ Documents enclosed with the slip for getting approval of entry in the plant premises 1) Purchase Order 2) Invoice Copy for Purchaser 3) Road Permit (Form) Invoice Copy for the Transporter 4) Tax Invoice 5) 6) Allow to enter / Vehicle entered at Date & Time _____ Not to enter/ Hold Outside _____ Gate Register Entry Number _____ Stores Officer's Remark _____ Name and Signature of Security Person _____ Name and Signature of Stores Officer _____ Date _____ Date _____ Date and Time of Vehicle Exit _____

















# Britannia Nepal Pvt. Ltd.

Lipanibirta, Ward No.- 21,  
Birgunj, Parsa, Nepal

## KEY ISSUE REGISTER

Document.No.: SEC/KIR/04/05

Issue No.: 01

Issue Date.: 01/05/2013

Revision No.

Revision Date:

Serial No.	Date	Name of Person to Whom Key Are Issued	Key Bunch No.	No. of Keys Bunch	Time of Issue	Sign of Receiver	Time of Return	No. of Keys Bunch	Name of Keys Receiving Security	Sign of Receiving Security

1. Each Key chain-bunch shall be labelled with the number.
2. there shall be list maintained and displayed at the gate where the key bunch number shall be mentioned against which the number of key in the bunch and location of the lock/position of each key shall be mentioned





# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

## WET WEIGHT CHART

Document.No.: SEC/KBR/04/06  
 Issue Date.: 01/03/2019  
 Issue No.: 01  
 Revision No. 00  
 Revision Date:00

Wet Weight:  
 frequency: 60 minutes  
 Standard:

Line Wise Weight Variation:  
 frequency: Once in a Shift  
 Standard: Below 2%

Date	Shift	Time	Nos of Dough Pieces			Sing of operator
			Working	Middle	Non-working	

Line No.	Weight (g)	Remarks	Line No.	Weight (g)	Remarks
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		
MAX:					
MIN:					
DIF:					

operator

Sift officer

Production manager



# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

## Colour monitoring chart

Document.No.: MFG/CMC/BNPL/08  
 Issue Date.: 01/03/2019  
 Issue No.: 01  
 Revision No.: 00  
 Revision Date:00

PLANT:  
 Frequency: 60 minutes  
 SHIFT:

DATE:  
 Variety:

Rating	RP	AP	STD	AD	RD
Score	1	2	3	4	5

6																
5																
4																
3																
2																
1																
Hour	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8

REMARKS: Please highlight if there is any deviation in the process for the full shift with reason

Oven Operator

Production Officer









	<b>Britannia Nepal Pvt. Ltd.</b> Lipanibirta, Birgunj-21, Nepal <b>DAILY RECIPE CHECK</b>		Doc.No.:QA/DRC/BNPL/09 Issue No.:01 Issue Date.:01/4/2019 Revision No. 00 Revision Date 00	
	<b>Date:</b>		<b>Shift:</b>	

<b>Variety: Marie Gold</b>		<b>MIXING: 1.5 SACK</b>				
S.N.	Ingredients	Std. (Qty/Mix)	Unit	Actual Found (Qty/Mix)	Diffrence	Remarks
1	WEAT FLOWER	190.5	KG			1
2	SUGAR SOLUTION	70.875	KG			2
3	INVERT SYRUP	8.082	KG			3
4	R.P.O. IN DOSING	30	KG			4
5	CONDENSE MILK (4%)	3	KG			5
6	WHEY POWDER	2.025	KG			6
7	LACTOSE	0.225	KG			7
8	VITAMIN PREMIX 7 CMX	60	G			8
9	CALCIUM CARBONATE	150	G			9
10	POTASSIUM IODATE FCC	0.18	G			10
11	FERROUS FUMARATE	24	G			11
12	IODIZED SALT	1.35	KG			12
13	DATEM	195	G			13
14	SODIUM BICARBONATE	0.9	KG			14
15	AMMONIUM BICARBONATE	3.75	KG			15
16	FLAVOUR SBU 24	187.5	G			16
17	FLAVOUR GMP 545	75	G			17
18	SMBS SOLUTION	3000	G			18
19	PROCESS DUST	4.5	KG			19

Checked by

QA



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal  
**Material Non-conformance report**

Receiving Date:

NCR Date:

Product: -

NCR Number: -

1. Name of the manufacturer/supplier with address:

2. Production unit where material supplied -

3. Quantity Supplied:

4. Quantity Rejected:

5. Invoice/ Challan Number:

6. Manufacturing Date:

7. Batch/Lot No :

8. Shelf life Details:

9. Sample size during Inspection:

10. Type of deviation:

11. Action taken by Britannia: - Rejected

12. Is this a repeated incident:

13. Please notify your (suppliers') Corrective Action within 15 days of this NCR

14. Corrective Action taken by the supplier:

Britannia Quality- Officer

Store in-charge

Lab Chemist



# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

<b>Date:</b>			
1	Name of vendor		
2	Material Description		
3	Invoice No. & Invoice Date		
4	Working on verification method		
	<b>Material</b>	<b>Quantity Verification Method 1</b>	<b>Quantity Verification Method 2</b>
			1
		Gross weight:	2
		Tare weight:	3
			4
			5
			6
		Net Weight:	7
			8
			9
10			
		<b>Total weight :-</b>	
		<b>Avg. Weight :-</b>	
5	Gross Quantity		
6	Less: Empty Bags/ Core weights/ box/ 6 bundles		
7	Net quantity		
8	Invoice quantity		
9	Higher quantity between 2 method, subjected to invoice quantity (For variation more than 2% between 9 methods)		
10	Lower quantity between 2 method, subjected to invoice quantity (For variation more than 2% between 10 methods)		
11	GRN quantity		
12	GRN number		
13	GRN date		
Note 1 : Reconciliation of methods of verification should be done at the unit before recording the GRN along with adequate supporting documentation, as long as the variation is within +-2%			
Note 2 : Empty bags/boxes/core weight/needs to be reduced while arriving the receipts quantity under each method.			



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal  
**Material Non-conformance report**

Receiving Date:

NCR Date:

Product: -

NCR Number: -

1. Name of the manufacturer/supplier with address:
2. Production unit where material supplied -
3. Quantity Supplied:
4. Quantity Rejected:
5. Invoice/ Challan Number:
6. Manufacturing Date:
7. Batch/Lot No :
8. Shelf life Details:
9. Sample size during Inspection:
10. Type of deviation:
11. Action taken by Britannia: - Rejected
12. Is this a repeated incident:
13. Please notify your (suppliers') Corrective Action within 15 days of this NCR
14. Corrective Action taken by the supplier:

Britannia Quality- Officer


Store in-charge

Lab Chemist

Date:		Shift:				
Variety: Marie Gold-300Count		MIXING: 1.5 SACK				
S.N.	Ingredients	Std. (Qty/Mix)	Unit	Actual Found (Qty/Mix)	Diffrence	Remarks
1	WHEAT FLOWER	190.5	KG			
2	SUGAR SOLUTION	70.875	KG			
3	INVERT SYRUP	8.082	KG			
4	R.P.O. IN DOSING	30	KG			
5	CONDENSE MILK (4%)	3	KG			
6	WHEY POWDER	2.025	KG			
7	LACTOSE	0.225	KG			
8	VITAMIN PREMIX 7 CMX	60	G			
9	CALCIUM CARBONATE	150	G			
10	POTASSIUM IODATE FCC	0.18	G			
11	FERROUS FUMARATE	24	G			
12	IODIZED SALT	1.35	KG			
13	DATEM	195	G			
14	SODIUM BICARBONATE	0.9	KG			
15	AMMONIUM BICARBONATE	3.75	KG			
16	FLAVOUR SBU 24	187.5	G			
17	FLAVOUR GMP 545	75	G			
18	SMBS SOLUTION	3000	G			
19	PROCESS DUST	4.5	KG			

Checked by

QA Dept.

		<b>Britannia Nepal Pvt. Ltd.</b> Lipanibirta, Birgunj, Nepal <b>Vehicle Inspection Report</b> <b>(FG Store)</b>		Doc.No.:GST/VIR/BNPL/11 Issue No.:01 Issue Date.:01/4/2019 Revision No. 00 Revision Date 00
Date		Contract Agency		
Time		Destination		
Vehicle No.				
Vendor Name				
Material Name				
Parameters to be checked				<b>Status</b>
1.	Overall Condition of Vehicle			Ok/ not ok
2.	Vehicle covered on top/ sides/ bottom with tarpaulin for Open Vehicle			Yes/ No
3	Tarpauline is clean, dry and undamaged			Yes/ No
4	Vehicle is free from water seepage, water droplets or accumulation			Yes/ No
5	Any objectionable odour			Yes/ No
6	Any infestation, weevils, larva ?			Yes/ No
7	Any contamination with dust, sand, cement, grease, chemicals, colouring matter,Diesel etc			Yes/ No
8	Wooden Splinters, at side or bottom, Sharp edges of truck body			Ok/ not ok
9	Is the vehicle part loaded with other objectionable, hazardous material			Yes/ No
10	Floor of the vehicle is not damaged/ uneven			Yes/ No
11	Availability of L- angles for open trucks			Yes/ No
<b>Remarks</b> <b>(Truck Rejected / Accepted)</b>				
<b>Checked By: Store Incharge</b>				
<b>Verified By: Quality dept.</b>				



Date and Shift:		Check parameters					REMARK		Corrective action in case of deviation	
Sifter / Filters / Magnets	Frequency to check	Magnets Clean-ness & Availability	Sieve Use and Integrity	Proper Thread Disposal	Any metal or FBC findings					
Flour Sifter (top30, bottom-36)	Once a shift									
Sugar seiving	Once a shift									
Invert Syrup preparation unit	Once a shift									
Sugar Solution preparation unit	Once a shift									
GMS/ Solbake Lecithin prep. unit	Once a shift									
Bran sifter	Once a shift									
Biscuit dust grinding unit	Once a shift									
Palm oil unit	Once a shift									
Milk powder sifter	Once a shift									
Butter melting unit	Once a shift									
Flavour & Color Sieve	Once a shift									
Chemical Sifter ( ABC, SBC, Salt )	Once a shift									
Bar Magnet panner web	Once a shift									
Filter & Magnet of Creamer	Once a shift									
Bar Magnet cooling conv. Molder	Once a shift									
SMBS Sieve	Once a shift									



**Britannia Nepal Pvt. Ltd.**

Lipinibirta, Birgunj, Nepal

**OPRP / CCP Checks - Sieve & magnets**

Document No: MFG/OCCSM/BNPL/01

Issue Date :01/3/2019


Issue No.:01

Revision No.:00

Revision Date:00

Monitored By  
Quality/Production officer

Verified By  
Quality Manager

 <b>Britannia Nepal Pvt. Ltd.</b> Lipanibirta, Birgunj, Nepal <b>OPRP / CCP Checks - Conveyor thread</b>		Document No: MFG/CCP/BNPL/14 Issue Date :01/3/2019 Issue No:01 Revision No:00 Revision Date:00
Date and Shift	Observations for fraying, stitching condition	Corrective action if any deviation
Pre-sheeter Conveyor		
Laminator Conveyor		
Laminator Shuttle Trolley Conveyor		
First Gauge Roller Conveyor		
Second Gauge Roller Conveyor		
Third Gauge Roller Conveyor		
Relaxation Web		
Cutting Web		
Milk Spray web		
Inclined Scrap Web		
Cross Scrap Conveyor		
Scrap Return Conveyor		
Scrap Return Oscillating Conveyor		
Paner Web		
Stripper Conveyor		
Cooling Conveyor		
Take Off Conveyor		
Stacker Conveyor		
Packing Table Conveyor		
Band Condition / Carbon deposition - choking		
Muslin cloth Condition used in Milk Spray		
Water Used in Jacket Chiller		

\* Weekly - On Sunday

**Monitored By:**

**Verified By:**



### Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

### Material Requisition Slip

Document No: MFG/MRS/BNPL/15  
 Issue Date :01/3/2019  
 Issue No:01  
 Revision No:00  
 Revision Date:00

Date of Requisition:

Sr No.	Material Code	Material Description	Qty Requisitioned	Qty Issued	GRN No.	Issued By

Material Requisitioned By (Name and Signature)  
 Time:

Requisition Received By ( Name and Signature)  
 Time:



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj, Nepal  
**OPRP / CCP Checks - Metal detector**

Document No: MFG/CCP/BNPL/13  
Issue Date :01/3/2019  
Issue No:01  
Revision No:00  
Revision Date:00

Date and Shift:		Check parameters				REMARK	Corrective action in case of deviation
METAL DETECTORS	Frequency to check						
Metal Detector Checks with std probes of 3 Fe, 3.5 mm Non Fe, 3.5 SS	<b>TIME</b>						
Forming Metal Detector	Every 4 hours						
Metal Detector Checks with std probes of 1.5 Fe, 2mm Non Fe, 2.5 SS	<b>TIME</b>						
Stacker Metal Detector - Molder line	Every 2 hours						
Stacker Metal Detector - Cutter line	Every 2 hours						
Cream Line Metal Detector	Every 2 hours						
Biscuit Grinder 1 Metal Detector	Every 4 hours						
Biscuit Grinder 2 Metal Detector	Every 4 hours						
Metal Detector -Cashew sorting	Every 2 hours						

Monitored By

Verified By



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj, Nepal  
**OPRP / CCP Checks - Sieve & magnets**

Document No: MFG/OCCSM/BNPL/12  
Issue Date :01/3/2019  
Issue No:01  
Revision No:00  
Revision Date:00

Date and Shift:		Check parameters				REMARK	Corrective action in case of deviation
Sifter/ Filters/ Magnets	Frequency to check	Magnets Cleanness & Availability	Sieve Use and Integrity	Proper Thread Disposal	Any metal or FBC findings		
Flour Sifter	Once a shift						
Sugar seiving	Once a shift						
Invert Syrup preparation unit	Once a shift						
Sugar Solution preparation unit	Once a shift						
GMS/ Solbake paste preparation unit	Once a shift						
Bran sifter	Once a shift						
Biscuit dust grinding unit	Once a shift						
SMBS SIEVE	Once a shift						
Milk powder sifter	Once a shift						
COLOR SIEVE	Once a shift						
FLAVOR SIEVE	Once a shift						
Chemical Sifter	Once a shift						
Bar Magnet panner web	Once a shift						
BAR MAGNET cooling conv Molder line	Once a shift						
BAR MAGNET cooling conv Cutter line	Once a shift						
Chilled Water Temperature	TIME						
Jacket Chiller Temperature	Once a shift						
Milk Spray solution	Every 4 hours						
Colour Sieve	Once a shift						
Flavour Sieve	Once a shift						
SMBS Sieve	Once a shift						

Monitored By

Verified By







# Britannia Nepal

Lipinibirta, Birgunj-21

## LAMINATE PHYSICAL

Sr No.	Date Of Receipt	Laminate Variety / SKU	Vendor's Name	Qty Received	Invoice / Challan No	Lot Size	Sample Size	Physical check (Reels Covered/ Free from any contamination)	Cut off Length (mm)	Width (mm)	GSM Range Avg.

Verified by Q.A. Incharge -



**Pvt. Ltd.**

Nepal

Document No.: QA/ LPC/BNPL/02  
 Issue No.: 01  
 Issue Date.: 01/3/2019  
 Revision No.: 00  
 Revision Date.: 00

**CHECKS REPORT**

Solvent or any Other Objectionable Odour"	Unwinding Direction	Reel Winding Tightness	No of Joints / Reel	Core Diameter & Condition"	Laminate Print Quality Checks	Remarks / Status ( Released / Rejected)	Signature of Analyst

Verified by Q.A. Incharge -



## Britannia Nepal Pvt. Ltd.

Ipanibirta, Birgunj,  
Parsa, Nepal

### WHEAT FLOUR ANALYSIS REPORT

Document No.: QA/WFAR/BNPL/03  
Issue No.: 01  
Issue Date.: 01/8/2013  
Revision No.:00  
Revision Date.: 00

SN	Date Of Receipt	Invoice / Challan No	Qty	Vendor's Name	Physical Examination	Insect Infestation/ FBC Contamination? (Sieving Report)	% Wet Gluten	% Dry Gluten	Sedimentation Value	% Ash Content	% Acid Insoluble Ash	% Germ Oil Acidity	COA Declaration for Aflatoxins	Water Absorption as per COA	Remarks / Status (Released / Rejected)	Signature of Analyst

Verified By Q. A. In-Charge



# Britannia Nepal Pvt. Ltd.

lipanibirta, Birgunj,  
Parsa, Nepal

## SUGAR ANALYSIS REPORT

Document No.: QA/SAR/BNPL/04  
Issue No.: 01  
Issue Date.: 01/3/2019  
Revision No.:00  
Revision Date.: 00

SN	Date Of Receipt	Invoice / Challan No	Qty	Vendor's Name	Physical Examination (Wet/ Dust/ FBC)	Moisture%	Sulphated Ash	Sucrose %(COA)	Sulphur dioxide ppm(COA)	Water Insoluble%(COA)	Status (Released / Rejected)	Signature of Analyst

Verified By Q. A. In-Charge



# Britannia Nepal Pvt. Ltd.

lipanibirta, Birgunj,  
Parsa, Nepal

## PALM OIL ANALYSIS REPORT

Document No.: QA/POAR/BNPL /05  
 Issue No.: 01  
 Issue Date.: 01/8/2013  
 Revision No.:00  
 Revision Date.: 00

SN	Date Of Receipt	Invoice / Challan No	Qty	Vendor's Name	Physical Examination	FFA%	Peroxide Value	Slip Melting Point	Saponification Value	Iodine Value	Status (Released / Rejected) "	Signature of Analyst

Verified By Q. A. In-Charge



# Britannia Nepal Pvt. Ltd.

lipanibirta, Birgunj,  
Parsa, Nepal

Document No.: QA/??/04/06

Issue No.: 01

Issue Date.: 01/8/2013

Revision No.:00

Revision Date.: 00

## OTHER RAW MATERIALS ANALYSIS REPORT

SN	Date Of Receipt	Invoice / Challan No	Qty	Vendor's Name	Physical Examination	Moisture	Total Ash	Acidity	Assay				Status (Released / Rejected)	Signature of Analyst

Verified By Q. A. In-Charge







# Britannia Nepal

Lipanibirta, Birgunj-21

## CORRUGATED BOARD BOX

Sr No.	Date Of Receipt	CBB - Variety / SKU	Vendor's Name	Qty Received	Invoice / Challan No	Lot Size	Sample Size	No of Plys	Length (mm)	Width (mm)

Verified by Q.A. Incharge -



Pvt. Ltd.

Nepal

Doc. No.: QA/ CBAR/BNPL/08  
Issue No.:01  
Issue Date: 01/3/2019  
Revision No. 00  
Revision Date:00

**(CBB) ANALYSIS REPORT**

Height (mm)	Flute Height (mm)	Distance Between Flutes	% Moisture	Compression Strength	Bursting Strength	GSM	Address, Other Text & Barcode	BOPP Tape Marks	Remarks / Status ( Released / Rejected)	Signature of Analyst

Verified by Q.A. Incharge -



# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

DATE:

SHIFT:

Plant	I	II	OTHER
Variety			

**MANUFACTURING SECTION**

Moduler RPM			
Dough wastage & other			
Load call callbration			
Oven Sweepage			
Baking Time			
left over Dough			

**MAIDA PLC**

	Opening	Closing	Batch	Sack	Opening	Closing	Batch	Sack
Dough Wastage								
Flour Wastage								
Sugar Wastage								
Manpower Allocation								
Permanent								
Contact								
Total								

**PROBLEMS .....**

VARIETY	NO'S OF SACKS MIXED	NO'S OF SACKS WITHDRAWAN	NO'S OF SACKS REUSED	NET SACKS MIXED	DUST ADDED	MFG DEFECTIVE	% AGE OF MFG DEFECTIVE	GOOOT IN M.T.	LINE EFECIENCY	B/D TIME	% AGE OF B/D

**REMARKS:**

**R.M. CLOSING STOCK**

	R.M. CLOSING STOCK	
	OPENING	CLOSING
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Signature:



# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

## LOG BOOK-PACKING SECTION (PLANT I, II)

DATE:

SHIFT:

PRODUCTION OUTPUT							
PLANT	VARIETY	SKU'S	NO. OF CBB	TONS	TOTAL	D/T IN MIN	% D/T

LABOUR DEPLOYED					
PLANT	BNPL	CONT	EXTRA	TOTAL	REMARKS
I					
II					
TOTAL					

PACKING DEFECTIVE						
PLANT	STACKER	MC/DEF	TABLE END	DPO DEF	METAL DEF	TOTAL
I						
II						
TOTAL						

BACKLOG						
PLANT	OPENING	ARRANGED	LOOSE	DEF. PKT	CLOSING	REMARKS
I						
II						
TOTAL						

IN HOUSE FBC						
NAME	PLANT	VARIETY	TYPE	NO.	ROOT CAUSE	CORRECTIVE ACTION

FLOOR SWEEPING				
PLANT I	PLANT II	GRINDING	DPO	OVER END

PKT REJECTION & LAMINATE WASTAGE					
VARIETY		VARIETY		VARIETY	

DEFECTIVE PKT OPENING		
	PLANT I	PLANT II
PKT REJECTION (Kg.)		
PKT REJECTION %		
LAMINATE WASTAGE (Kg.)		
NO OF PART ROLL		

<b>SHIFT SUMMARY</b>
<b>MAINTENANCE</b>
<b>IMP COMMUNICATION</b>

NAME OF OFFICER:

1) MIXING:



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal  
**LOG BOOK-PACKING SECTION (PLANT I, II )**

DATE:

SHIFT:

		PRODUCTION OUTPUT					
PLANT	VARIETY	SKU'S	NO. OF CBB	TONS	TOTAL	D/T IN MIN	% D/T

LABOUR DEPLOYED					
PLANT	BNPL	CONT	EXTRA	TOTAL	REMARKS
I					
II					
TOTAL					

PACKING DEFECTIVE						
PLANT	STACKER	MC/DEF	TABLE END	DPO DEF	METAL DEF	TOTAL
I						
II						
TOTAL						

BACKLOG						
PLANT	OPENING	ARRANGED	LOOSE	DEF. PKT	CLOSING	REMARKS
I						
II						
TOTAL						

IN HOUSE FBC						
NAME	PLANT	VARIETY	TYPE	NO.	ROOT CAUSE	CORRECTIVE ACTION

FLOOR SWEEPING				
PLANT I	PLANT II	GRINDING	DPO	OVEN END

PKT REJECTION & LAMINATE WASTAGE					
VARIETY		VARIETY		VARIETY	

DEFECTIVE PKT OPENING		
	PLANT I	PLANT II
PKT REJECTION (Kg.)		
PKT REJECTION %		
LAMINATE WASTAGE (Kg.)		
NO OF PART ROLL		

<p><b>SHIFT SUMMARY</b></p>
<p><b>MAINTENANCE</b></p>
<p><b>IMP COMMUNICATION</b></p>

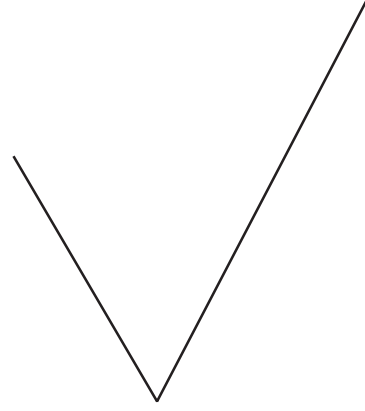
NAME OF OFFICER:

1) MIXING:

Date:

Time:	Plant:	Variety & SKU:				PKD:	Shift:	
Wall type (Regular/ Mini/Hot) Rating - '0 to 1 Green, 2 Yellow close to Standard, 3- diff. from but acceptable, 4- Red not acceptable.								
Sensory Attributes	Eva. 1	Eva. 2	Eva. 3	Eva. 4	Eva. 5	Eva. 6	Wall rating	Remarks
Appearance								
Taste								
Flavour								
Texture								
Overall wall rating							Green zone/ Yellow zone/ Red zone	
Analysis:								
Action taken:								

Signature of Team Leader:







**Britannia Nepal Pvt. Ltd.**

Lipanibirta, Birgunj-21, Nepal

**LOADING SLIP**

Party Name:

Order No.:

In Time:

Date:

Vehicle No.:

Transport Name:

Driver Name:

Driver Contact No.:

S.N.	Code	Product Name	Unit	Qty.	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total</b>					

Driver Sign

Dispatch Sign





**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal

**GATE PASS**

S.N.

Date:

Party Name:

Vehicle No.:

Invoice No.:

Transport Name:

Out Time:

S.N.	Code	Product Name	Unit	Qty.	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

Security Sign

Driver Sign

Manager Sign

Dispatch Sign



**Britannia Nepal Private Limited**

**Factory Address:** BNPL, Birgunj Metropolitan City-21,  
Parsa, Narayani, Nepal

**Registered Office:** GPO Box 124, Lal Colony Marg,  
Lal Durbar Ward No. 1, Kathmandu, Nepal



**Pramod Acharya**  
Country HR Manager  
pramoda@britindia.com

**Britannia Nepal Private Limited**  
Factory Address:  
BNPL, Birgunj Metropolitan B + 977- 9801307564  
City-21, Parsa, Nepal W + www.britannia.co.in



Envelop size A4  
Envelop Small



**Britannia Nepal Private Limited**  
Factory Address:  
BNPL, Birgunj Metropolitan  
City-21, Parsa, Nepal



**BRITANNIA**

**VISITOR**

001-030

This card is the Property of:  
**BRITANNIA NEPAL PRIVATE LIMITED**

If found please return to:  
Lipani Birta, Ward No-21,  
Birgunj Metropolitan  
Parsa, Nepal

Authorized Signatory



**BRITANNIA**

Passport size

**Pramod Acharya**

**Britannia Nepal Private Limited**  
**Factory Address:**  
BNPL, Birgunj Metropolitan City-21,  
Parsa, Narayani, Nepal

**Registered Office:** GPO Box 124, Lal Colony Marg,  
Lal Durbar Ward No. 1, Kathmandu, Nepal



**BRITANNIA**

**VISITING EMPLOYEE**

001-010

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Lipani Birta, Ward No-21,  
Birgunj Metropolitan  
Parsa, Nepal

Authorized Signatory




**BRITANNIA**

**CONTRACTOR / SUPPLIER**

001-010

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**BRITANNIA NEPAL PRIVATE LIMITED**

If found please return to:

		<b>Britannia Nepal Pvt. Ltd.</b> Lipanibirta, Birgunj Parsa, Nepal <b>OPRP / CCP Checks - Conveyors Integrity</b>		Document No: MFG/OCCCI/BNPL/03 Issue Date :01/3/2019 Issue No:01 Revision No:00 Revision Date:00
		<b>Date and Shift</b>	<b>Frequency</b>	<b>Observations for fraying , stitching condition, Integrity</b>
Presheete Conveyor	Once a shift			
Laminator Conveyor	Once a shift			
Sheete conveyor	Once a shift			
Cross Scrap Conveyor	Once a shift			
Scrap Return Conveyor	Once a shift			
Paner Web	Once a shift			
Stripper Conveyor	Once a shift			
Cooling Conveyor	Once a shift			
Take Off Conveyor	Once a shift			
Stacker Conveyor	Once a shift			
Packing Table Conveyor	Once a shift			
Oven Band Condition / Carbon deposition - choking	Once a shift			

**Monitored By**  
Quality / Production Officer

**Verified By**  
Quality Manager



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal

**GATE PASS**

S.N.

Date:

Party Name:

Vehicle No.:

Invoice No.:

Transport Name:

Out Time:

S.N.	Code	Product Name	Unit	Qty.	Remarks
1					
2					
3					
4					
5					
6					
Total					

Security Sign

Driver Sign

Manager Sign

Dispatch Sign



**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal

**GATE PASS**

S.N.

Date:

Party Name:

Vehicle No.:

Invoice No.:

Transport Name:

Out Time:

S.N.	Code	Product Name	Unit	Qty.	Remarks
1					
2					
3					
4					
5					
6					
Total					

Security Sign

Driver Sign

Manager Sign

Dispatch Sign





No. 00/

**BRITANNIA NEPAL PVT. LTD.**

Lipanibirta, Birgunj, Nepal

**SHORT LEAVE EXIT PASS**

Date: .....

Name Sree: ..... T. No.: .....

SECTION:.....

DEPARTURE TIME..... A.M P.M.

ATTENDANCE.....HRS.

OFFICER T.O.



# BRITANNIA NEPAL PVT. LTD.

LIPANIBIRTA, BIRGUNJ, NEPAL

## LEAVE APPLICATION FORM

Date .....

Name .....Emp. No. .... Section .....

Annual Leave/Extn. of Annual Leave for ..... days from.....

Sick Leave/Extn. Of Sick Leave for .....days from.....

Substitute Leave for .....days from.....Against the working on.....

Special Leave Without Pay for ..... days from .....

Reason for leave: .....

Leave Address/Emergency Contact No: .....

.....  
Signature of the Applicant

-----  
**FOR TIME OFFICE USE ONLY**

Annual leave balance as on date.....days

Sick Leave balance as on date .....days

Special leave enjoyed .....days

Signature of the time-office

Date .....

**FOR THE USE OF SUPERVISOR/ INCHARGE**

Annual Leave/Extn. of Annual Leave for ..... days from ..... to .....

Sick Leave/Extn. of Sick Leave for ..... days from ..... to .....

Special Leave (without pay) for .....days from ..... to .....

Substitute Leave for..... days from ..... to .....

**RECOMMENDED / REFUSED**

.....  
DEPARTMENTAL MANAGER

.....  
Signature of the Supervisor  
Date .....

-----  
**BRITANNIA NEPAL PVT. LTD.**

Lipanibirta, Birgunj, Nepal

Name.....Emp. No..... Section .....

Your application dated ..... for Annual Leave/Extn. of Annual Leave/ Sick Leave/Extn. of Sick Leave / Special Leave without pay/Substitute leave for .....days from ..... to ..... (inclusive) has been approved/refused.

Accordingly you will be required to resume your duties on .....

Date .....

.....  
DEPARTMENTAL MANAGER

N.B.: This perforated slip is to be issued to the employee by the Section.





**Britannia Nepal Pvt. Ltd.**  
Lipinibirta, Birgunj, Nepal  
**Colour monitoring chart**

Document.No.: MFG/CMC/BNPL/08  
Issue Date.: 01/03/2019  
Issue No.: 01  
Revision No.: 00  
Revision Date:00

PLANT:  
Frequency: 60 minutes  
SHIFT:

DATE:  
Variety:

Rating	RP	AP	STD	AD	RD
Score	1	2	3	4	5

Hour	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
1																
2																
3																
4																
5																
6																

REMARKS: Please highlight if there is any deviation in the process for the full shift with reason

Oven Operator

Production Officer



**Britannia Nepal Pvt. Ltd.**

LipaniBirita, Birgunj, Nepal

**OPRP / CCP Checks - Metal detector**


Document No: MFG/OCCMD/BNPL/01  
 Issue Date :01/3/2019  
 Issue No:01  
 Revision No:00  
 Revision Date:00

Date and Shift:		Checking-Detection & Rejection-Ok/Not Ok						
METAL DETECTORS	Frequency to check					REMARK	Corrective action in case of deviation	
Metal Detector Checks with std probes of 2 Fe, 3 mm Non Fe, 4 SS	<b>TIME</b>							
Forming Metal Detector	Every 4 hours							
Metal Detector Checks with std probes of 1 mm Fe,1.5mm Non Fe, 2mm SS	<b>TIME</b>							
Stacker Metal Detector - Molder line	Every 2 hours							
Stacker Metal Detector - Cutter line	Every 2 hours							
Metal Detector Checks with std probes of 1.5 mm Fe,2 mm Non Fe, 2.5 mm SS	<b>TIME</b>							
Cream Line Metal Detector	Every 2 hours							
Biscuit Grinder 1 Metal Detector	Every 4 hours							
Biscuit Grinder 2 Metal Detector	Every 4 hours							
Metal Detector -Cashew sorting	Every 4 hours							

**NOTE:-** In case of failure of sensing or rejecting of any probe during monitoring, line shall be stopped and rectified the problem. Hold the stocks produced of last check. All rejected product by Metal detector shall be collected in identified bins and disposed off.

Monitored By  
 Quality/Production Officer

Verified By  
 Quality Manager

		<b>Britannia Nepal Pvt. Ltd.</b>		Doc.No.:GST/VIR/BNPL/01
		Lipanibirta, Birgunj, Nepal		Issue No.:01
		<b>Laminate Print Quality &amp; Declaration ChecksReport</b>		Issue Date.:01/3/2019
				Revision No. 00
				Revision Date 00
Variety / SKU Name:-				
Date Of Receipt:-		Invoice / Challan No	Vendor's Name	
Quantity :		Lot Size (No Of Reels)	Sample Size (No of reels)	
Laminate Structure as per COA				
Laminate Structure as Pkg Std.				
Bond Strength as per COA Bond Strength as per Pkg Std.		Bond Strength - as per tests ( if facility is available)	Seal Strength as per COA Seal Strength as Per Pkg Std.	Seal Strength as per test (if facility is available)
Colour Shades of Laminate (as per LSD approved shade cards ?)				
Text Clarity, Misregistration, Smudging or Faded Text ?				
Photocell Mark Colour ( deep/ dark black ?)"Photocell Mark Band Colour (as per Std ? )				
Britannia Logo with trade mark Registered symbol				
Brand name				
Generic name				
Britannia's registered address panel (Marketed by)				
Manufacturuer's name and address				
Manufacturing Unit's code number				
Quantity (gm) declaration				
Veg Logo - green dot				
In PCO Code Box (MRP, Pkd, Lot No.)				
Best Before declaration (as per standard approved shade card)				
Declaration of ingredients as per approved shade card				
Declaration of Colour Flavours				
Details of Toll free numbersand relevant text for Consumer Complaint				
Barcode No as per approved shade card				
Declaration of non standard weights for non std weights				
Keep your city clean, recyclable material - logo				
Biscuit Design Declaration				
Minimum height of the text / numerals				
Remarks / Status - (Released / Rejected)				
Analyst's Name and Signature		QA In - charge's Name and signature		
Sample of laminate shall be filed with this report as a proof				



**Britannia Nepal Pvt. Ltd.**

Lipanibirta, Birgunj-21, Nepal

**MATERIAL ISSUE SLIP**

Date :				
Department :				
SL.NO.	Material Description	Unit	Quantity	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Prepared By \_\_\_\_\_

Issued By \_\_\_\_\_

Approved By \_\_\_\_\_





# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Variety: \_\_\_\_\_

Location	SN.	Activity	Name
Packing	1	Stacker 1	
	2	Stacker 2	
M/C 1	3	Operator	
	4	Feeder 1	
	5	Feeder 2	
M/C 2	6	Operator	
	7	Feeder 1	
	8	Feeder 2	
M/C 3	9	Operator	
	10	Feeder 1	
	11	Feeder 2	
Over Wrap	12	Operator	
	13	Feeder 1	
	14	Feeder 2	
	15	Feeder 3	
	16	Carton Filling	
	17	Carton Filling	
M/C 4	18	Operator	
	19	Feeder 1	
	20	Feeder 2	
M/C 5	21	Operator	
	22	Feeder 1	
	23	Feeder 2	
M/C 6	24	Operator	
	25	Feeder 1	
	26	Feeder 2	
Over Wrap	27	Operator	
	28	Feeder 1	
	29	Feeder 2	
	30	Feeder 3	
	31	Carton Filling	
	32	Carton Filling	
Taping	33	Taping 1	
	34	Taping 2	
	35	Taping 3	
	36	Taping 4	
Misc.	37	FG Movement	
	38	Table End 1	
	39	Table End 2	
	40	Reliver 1	
	41	Reliver 2	
	42	Reliver 3	
	43	Reliver 4	
	44	Reliver 5	
	45	Reliver 6	
	46	DPO 1	
	47	DPO 2	
	48	DPO 3	
	49	DPO 4	
	50	DPO 5	
	51	DPO 6	
	52	Misc 1	
	53	Misc 2	

Operator  
BNPL  
House Keeping  
Shift Officer

Associate  
Contract  
Total

Signature



**Britannia Nepal Pvt. Ltd.**

Lipanibirta, Birgunj-21, Nepal

Date:

Shift:

Variety:

Location	SN.	Activity	Name
Pre Mixing	1	Flour Sieving	
	2	Sugar Dumping	
	3	Bran/Aata Sieving	
	4	Bran/Aata Weighment	
	5	Liquid Prepration	
	6	Chemical Sieveing	
	7	Chemical Sieveing	
	8	Misc.	
Mixing	9	Mixing Operator	
	10	Creamer Operator	
	11	Helper 1	
	12	Helper 2	
	13	Helper 3	
Laminator / Rotary	14	Operator	
	15	Helper	
	16	Helper	
Oven	17	Operator	
	18	Sorter	
	19	Bisuit Grinder	

Operator  
 Associate  
 BNPL  
 Contract  
 House Keeping  
 Total  
 Shift Officer

Signature



**Britannia Nepal Pvt. Ltd.**

Lipanibirta, Birgunj-21, Nepal

**MATERIAL ISSUE SLIP**

S.N. :

Date :

S.N.	Material Code	Material Description	Qty	UOM	Section/Shift	Received By	Remarks

\_\_\_\_\_  
Store officer

\_\_\_\_\_  
Engg Manager



# Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

## MATERIAL ISSUE SLIP


S.N:

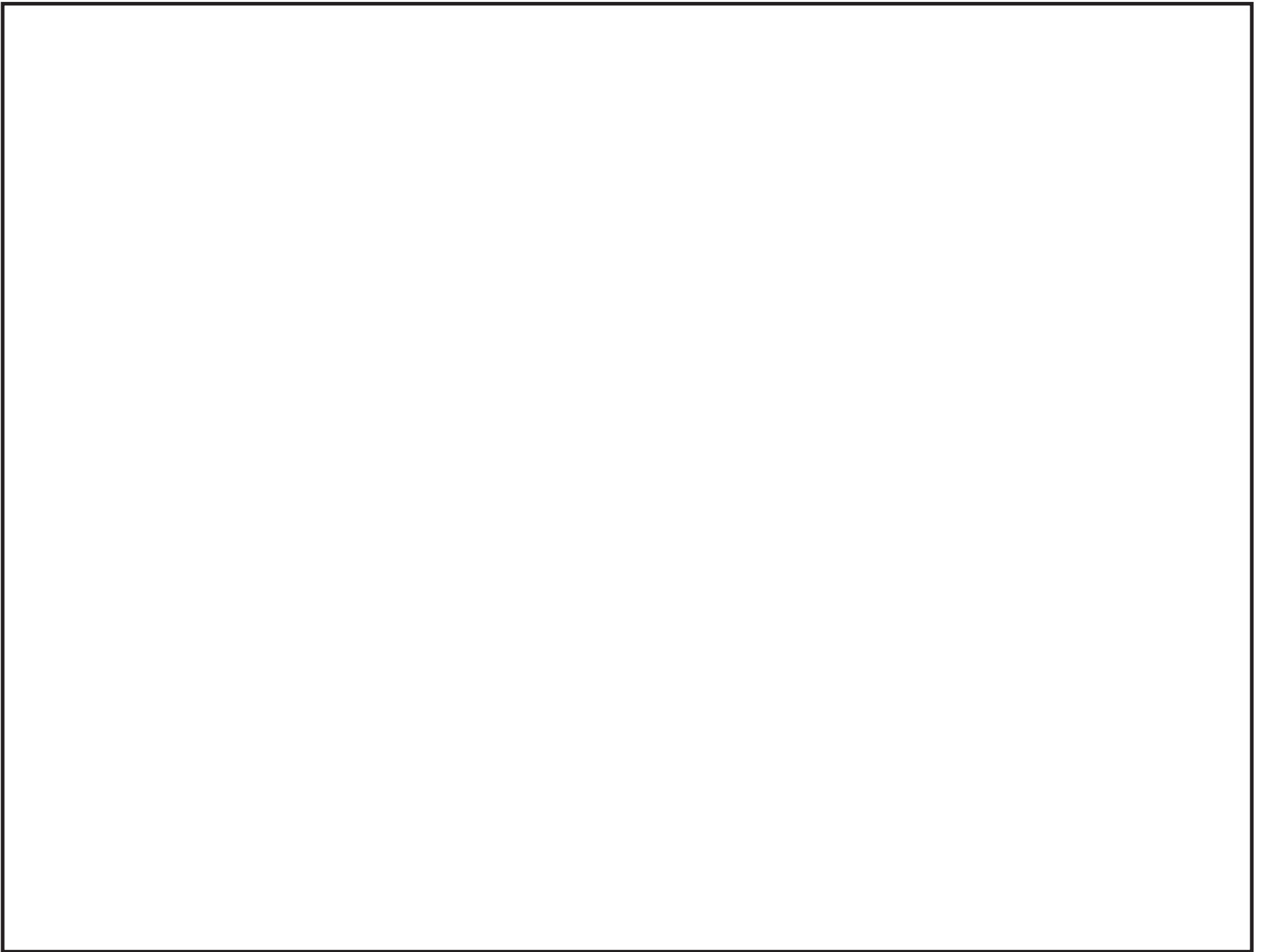
Date:-

S.N	Material Code	Material Description	Qty	UOM	Section/Shift	Received By	Remarks

Store officer

Engg Manager

		<b>Britannia Nepal Pvt. Ltd.</b> Lipanibirta, Birgunj, Nepal <b>Scrap Disposal Report</b> <b>(Process Section)</b>				Document No.: MFG/SDR/BNPL/22a Issue Date: 01/06/2020 Issue No.: 01 Revision No.: 00 Revision Date: 00	
		Date:-			Shift:-		
Line: -			Variety: -				
Item Description	Premixing	Mixing	Cream	Forming	Oven	Total	
Flour -sweeping							
Sugar - sweeping							
Fat -sweeping							
Other ingredients							
Dough - spillage							
Dough rejected							
Biscuits Burnt rejected at oven							
Biscuits-floor sweeping at oven end							
NAME OF PRODUCTION OFFICER:-							
Signature of Production Officer:-			Store Officer:-				





**Britannia Nepal Pvt. Ltd.**  
Lipanibirta, Birgunj-21, Nepal

S.N:

**GATE PASS**  
**Returnable/Non Returnable.**

Date:-

Out Time:

S.N	MAT CODE	Particulars	Qty	UOM	PURPOSE	Remarks

Store officer

Engg Manager

Security

Factory Manager