Yes/ No

Yes/ No

Yes/ No

<u>comp 2/F/prat</u> eek job/Britania PAGE
Comp 2/1/practick Job/ Bittaina 11102

	BRITANNIA	ehicle Ins	, Birgunj, N	epal eport	Doc.No.:GST/\ Issue No.:01 Issue Date.:01 Revision No. 00 Revision Date	/3/2019 0
Dat	e					
Tim	e					
Veh	icle No.					
Ven	dor Name					
Mat	terial Name					
Par	ameters to be checked					Status
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

Bullk tankers exclusively for edible Oil with intact seal and

seal no. should be same as

Material Recevied in Good

mentioned in COA?

(Truck Rejected / Accepted)

Checked By: Store Incharge

Verified By: Quality dept.

Condition

13.

Remarks

material -RPO / edible oil



Lipanibirta, Birgunj, Nepal

Mixing Process Chart

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

DATE:

LINE #			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



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

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 p Bond Strength - as per tests (if facility is available)	•	Seal Strer Std.	ngth as per COA Seal Strength as Per Pkg
Colour Shades of Laminate (as per LSD appro	ved shade cards ?)	Seal Strer	ngth as per test (if facility is available)
Text Clarity, Misregistration, Smudging or Fad	ed Text ?		
Photocell Mark Colour (deep/ dark black ?)"P Colour (as per Std ?)	hotocell Mark Band		
Britannia Logo with trade mank Registered syr	mbol		
Brand name			
Generic name			
Britannia's registered address panel (Markete	ed 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 appr	oved shade card)		
Declaration of ingredients as per approved sh	ade card		
Declaration of Colour Flavours			
Details of Toll free numbersand relevant to Complaint	text for Consumer		
Barcode No as per approved shade card			
Declaration of non standard weights for non s	std weights		
Keep your city clean, recyclable material - log	0		
Biscuit Design Declaration			
Minimum height of the text / numerals			
Remarks / Status - (Released / Rejected)			
Analyst's Name and Signature	ite shall be filed with		A In - charge's Name and signature

BRITANNIA NEPAL PVT. LTD.

LIPANIBIRTA, BIRGUNJ, NEPAL

Material Code :

Description

DI	INI	CA	D	
DI	I I VI	CA	K	L

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



BRITANNIA NEPAL PVT. LTD.

LIPANIBIRTA, BIRGUNJ, NEPAL

Description

BIN CARD

1					BIN	CARD				
S. No	Date	Mfg Date	Batch No.	GRN No.	Opening Stock	Receipt Quantity	Issue Quantity	Balance Quantity	Remarks	Store Incha

BRITANNIA NEPA LIPANIBIRTA, WA BIRGUNJ, PARS VISITOR'S ENTR	RD NO. 21 A, NEPAL Revi	No.: SEC/VES/04/12 e No.: 01 e Date.: 01/05/2013 sion No.: sion Date:	BRITANNIA NI LIPANIBIRTA, BIRGUNJ, PA
Sr. No	BNPL Visitor	Date:	Date and time of vehicle report Vehicle No: Material Description:
Address/Organization:			Documents enclosed with the s 1) Purchase Order 2) Invoice Copy for Purchaser
To Meet.:		Dept:	3) Road Permit (Form) 4) Tax Invoice 5) 6)
Purpose of visit.:	eg: Laptops, any		Allow to enter / Vehicle Not to enter/ Hold Outside _ Gate Register Entry Number _ Stores Officer's Remark _
Time In:	Time	Out:	Name and Signature of Security Person
Signature of the Host & Time	Visitor's Signature	Security's Signature	Date

Doc.No.: SEC/VES/04/12 EPAL PVT. LTD. Issue No.: 01 WARD NO. 21 Issue Date.: 01/05/2013 ARSA, NEPAL Revision No.: **ROVAL SLIP** Revision Date: ting at gate Date: Vendor's Name: Quantity as per Invoice: lip for getting approval of entry in the plant premises Invoice Copy for the Transporter entered at Date & Time. Name and Signature of Stores Officer Date Date and Time of Vehicle Exit



2/F/prateek job/Britania PABritannia Nepal Pvt. Ltd.

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

VISITOR'S GATE ENTRY REGISTER

Document.No.: SEC/VGER/04/11

Issue No.: 01

Issue Date.: 01/05/2013

1											
Serial No.	Date	Visitor's Name	Visitor's Address	Whom To Meet	Purpose of Meeting	In Time	Out Time	Mobile No.	Visitors Signature	Sign. of Security	Remarks
											l



Britannia Nepal Pvt. Lto mp 2/F/prateek job/Britania OPACOPIt.No.:76EC/RGPR/04/10

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

NON RETURNABLE GATE PASS REGISTER

Issue No.: 01

Issue Date.: 01/05/2013

Serial No	Non Returnable Gate Pass	Gate Pass Issue Date	Item Name	Quantity	Party Name	Person's Name Carrying Material	Vehicle No.	Out Time	Out Date	Security's Name Signatur Checking Material



2/F/prateek job/Britania PABritannia Nepal Pvt. Ltd.

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

INCOMING MAILS/COURIER REGISTER

Document.No.: SEC/IMCR/04/11

Issue No.: 01

Issue Date.: 01/05/2013

Serial No.	Date	Receiving Time	Received From - Party's Name	Address (For Whom) Name of Person	Item Received (Doc, Letter, Box, Bag)	Qty	Courier Name and Docket No	Received By (Name of Security Personnel)	Handed Over to (Signature of Main Recipient)



Britannia Nepal Pvt. Lto mp 2/F/prateek job/Britania Operation 1. No.: Sec/RGPR/04/08 Issue No.: 01

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

Issue No.: 01 Issue Date.: 01/05/2013

Revision No.
Revision Date:

RETURNABLE GATE PASS REGISTER

Serial No.	Returnable Gate Pass No.	Gate Pass Issue Date	Item Name	Quantity	Party Name	Person's Name Carrying Material	Vehicle No.	Out Time	Out Date	Signature of Person Returning Material	Security's Name Signatur Checking Material



2/F/prateek job/Britania PABritannia Nepal Pvt. Ltd.

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

OUTGOING MAILS/COURIER REGISTER

Document.No.: SEC/IMR/04/13

Issue No.: 01

Issue Date.: 01/05/2013

Revision No. Revision Date:

				<u> </u>					
Serial No.	Date	From - Sender's Name	To - Name of Party	Courier Company Name & Docket No.	Details Item Being Sent (eg. Envalop, Documents, Box, Biscuit Samples)	Sender Signature	Out Time	Name of Person Collecting Mails/ Courier	Security Personnels Signature



Britannia Nepal Pvt. Ltdomp 2/F/prateek job/Britan Por Par Cit. No.: 154 C/GPR/04/04

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

SECURITY GUARD'S POSTING REGISTER

Issue No.: 01

Issue Date.: 01/05/2013

Date	Sr. No.	Name of Security Personnel	Rank	Location of Posting	In Time	Signature	Out Time	Signature	Signature of Security Supervisor



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 Re- ceiver	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. pp 2/F/prateek job/Britania och Gent. No.1 Sec/kbr/04/06 Issue Date.: 01/03/2019

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

KEY BUNCH RECORDS

Issue Date.: 01/03/2019

Issue No.: 01 Revision No. 00 Revision Date:00

Key Bunch No.	No. of Key in the Bunch	location for which the key are in bunch					
		1)	2)	3)			
		4)	5)	6)			

BRITANNIA

Wet Weight:

<u>operator</u>

frequency: 60 minutes

Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

WET WEIGHT CHART

Sift officer

Document.No.: SEC/KBR/04/06

Production manager

Issue Date.: 01/03/2019

Issue No.: 01 Revision No. 00 Revision Date:00

Standard:							Standard: Be	low 2%	
Date	Shift	Time		s of Dough F		Sing of operator	Line No.	Weight (g)	
Date	Silit	Time	Working	Middle	Non-working	operator	Line No.	vveigitt (g)	
							1		
							2		
							3		
							4		
							5		
							4		
							7		
							8		
							9		$ \overline{} $
							10		
							11		
							12		
							MAX:		
ı							MIN:		1
							DIF:		1

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

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

BF	RITANI	NA			В		Lipanil	Nep	ınj, Nepal		d.		Issu Issu Rev	cument.No.ue Date.: 0ue No.: 01 uie No.: 01 uision No.: 0 uision Date:	00	/BNPL/0
PLANT: Frequend SHIFT:	cy: 60 minu	tes											DAT Vario			
	Rating			RP	AP	S	TD	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	Z	7.5	8
REMAR	KS: Please	highlight	if there is	any devia	tion in the	process	for the fu	ıll shift wit	h reason	_		•	•			•
Oven	Operator													Pro	duction Off	icer



Britannia Nepal

Lipanibirta, Birgunj-21

DISPATCH

S. No.	Date	In Time	Out Time	Transporter Name	Vehicle No	Driver Name	Driver Contact No
							<u> </u>

Pvt. Ltd.

Nepal

REGISTER

Party Name	Address	Invoice No	Gate Pass No.	Product Code	Product Name	Quantity in CTN	Verification	Remarks
	1							

18



Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

FG RECEIPT REGISTER

S. No.	Receipt Date	Product Code	Product Description	Manufacture Date	Receipt Qty (in CTN)	Product Sign	S & F Sign	Remarks
				•				



Lipanibirta, Birgunj-21, Nepal

DAILY RECIPE CHECK

Doc.No.:QA/DRC/BNPL/09 Issue No.:01 Issue Date.:01/4/2019 Revision No. 00 Revision Date 00

Date	:	Shift:				
Vari	ety: Marie Gold	MIXING: 1.5 SACK				
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

12. Is this a repeated incident:

Britannia Quality- Officer

14. Corrective Action taken by the supplier:

Britannia Nepal Pvt. Ltd. **BRITANNIA** 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

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

Store in-charge

Lab Chemist



Lipanibirta, Birgunj-21, Nepal

Date:			
1	Name of vendor		
2	Material Description		
3	Invoice No. & Invoice Date		
4	Working on verification method		
	Material	Quantity Verification Method 1	Quantity Verification Method 2
			1
		Gross weight:	2
			3
			4
			5
		Tare weight:	6
		Ture weight.	7
			8
			9
		Net Weight:	10
		Net weight.	Total weight :-
			Avg. Weight :-
			Avg. weight
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 :		cation should be done at the unit be n, as long as the variation id within +-	
Note 2 :	Empty bags/boxes/core weight/need	ds to be reduced while arriving the re	eceipts quantity under each method.



	Material N	nibirta, Birgunj-21, Nepal Non-conformance report	
Red	ceiving Date:		
NC	R Date:		
Pro	oduct: -		
NC	R Number: -		
	Name of the manufacturer/suppli	er with address:	
Τ.	Name of the manaracturer/supph	er with address.	
2.	Production unit where material su	upplied -	
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: - Reject	ted	
12.	Is this a repeated incident:		
13.	Please notify your (suppliers') Cor	rective Action within 15 days of th	nis NCR
14.	Corrective Action taken by the sup	oplier:	
Bri	tannia Quality- Officer	Store in-charge	Lab Chemist



Lipanibirta, Birgunj-21, Nepal

DAILY RECIPE CHECK

Doc.No.:QA/DRC/BNPL/09 Issue No.:01 Issue Date.:01/4/2019 Revision No. 00 Revision Date 00

Date	:	Shift:				
Varie	ety: 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.



Lipanibirta, Birgunj, Nepal
Vehicle Inspection Report

Doc.No.:GST/VIR/BNPL/11 Issue No.:01 Issue Date.:01/4/2019 Revision No. 00 Revision Date 00

		venicie in (Fe	Revision Date 00			
Date	е		Contract Agency	•		
Tim	е		Destination			
Veh	icle No.					
Ven	dor Name					
Mat	erial Name					
Para	nmeters to be checked				Status	
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	
	narks uck Rejected / Accepted)					
Che	cked By: Store Incharge					
Ver	ified By: Quality dept.					

Palm oil unit

Once a shift

Once a shift

Once a shift

Bran sifter

GMS/ Solbake Lecithin prep. unit

Once a shift

Once a shift

Once a shift

Once a shift

Sugar Solution preparation unit

Invert Syrup preparation unit

Biscuit dust grinding unit

Sugar seiving

Flour Sifter (top30, bottom-36)

Once a shift

Once a shift

Sifter/ Filters/ Magnets

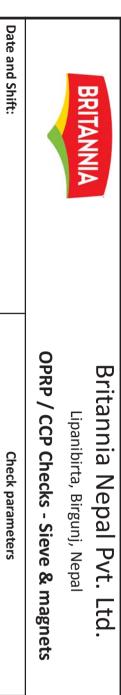
Frequency to check

Magnets Clean- Sieve Use ness & Availability and Integrity

Proper Thread Any metal or Disposal FBC findings

REMARK

Corrective action in case of deviation



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

Revision Date:00 Revision No:00

Quality/Production officer Monitored By SMBS Sieve

Bar Magnet cooling conv. Molder

Once a shift

Once a shift

Once a shift

Filter & Magnet of Creamer

Bar Magnet panner web

Chemical Sifter (ABC, SBC, Salt)

Once a shift

Once a shift

Once a shift

Once a shift

Butter melting unit

Milk powder sifter

Flavour & Color Sieve

Quality Manager Verified By

BRITANNIA

Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj, Nepal

OPRP / CCP Checks - Conveyor thread

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 Gauage 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		

: 1	Wee	kly -	On	Sunday
-----	-----	-------	----	--------

Monitored By: Verified By:



Lipanibirta, Birgunj, Nepal

Material Requisition Slip

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

Issue Date :01/3/ 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		Britann Lipar	-	al Pvt.	Ltd.		Document No: MFG/CCP/BNPL/13 Issue Date :01/3/2019 Issue No:01
		OPRP / CCF			tector		Revision No:00 Revision Date:00
Date and Shift:			Check para	meters			
METAL DETECTORS	Frequency to check					REMARK	Corrective action in case of deviation
Metal Detector Checks with std probes of 3 Fe, 3.5 mm Non Fe, 3.5 SS	TIME						
Forming Metal Detector	Every 4 hours						
Metal Detector Checks with std probes of 1.5 Fe, 2mm Non Fe, 2.5 SS	TIME						
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

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

		OPRP / C	CP Checks - S	ļ.	Revision Date:00		
Date and Shift:			Check para				
Sifter/ Filters/ Magnets	Frequency to check	Magnets Cleanness & Availability	Sieve Use and Integrity	Proper Thread Disposal	Any metal or FBC findings	REMARK	Corrective action in case of deviation
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 Pvt. Ltd. Doc No:MFG/BHCC/BNPL/11 BRITANNIA Issue Date :01.03.2019 Lipanibirta, Birgunj, Nepal Issue No: 01 Revision No: 00 **Bulk handling calibration Chart** Revision Date: 00 Time : Date: Validation Done By: Name of the Ingredient Set weight as per recipe Flight as per recipe Sr No. Mixer No Actual Weight Difference Remarks

							Sr No.	Date:	
							Vo.	te:	
							Mixer No		BRITA
							Name of the Ingredient		BRITANNIA
								Time :	Britai Li Bulk h
							Set weight as per recipe		Britannia Nepal Pvt. Ltd Lipanibirta, Birgunj, Nepal Bulk handling calibration Chart
							Flight as per recipe		Pvt. Ltd. Nepal tion Chart
							Actual Weight	Validation Done By:	
							Difference	y:	Doc No:MFG/BHCC/BNPL/11 Issue Date :01.03.2019 Issue No: 01 Revision No: 00 Revision Date: 00
							Remarks		ICC/BNPL/11)3.2019)0



Britannia Nepal

Lipanibirta, Birgunj-21

LAMINATE PHYSICAL

						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

CHECKS REPORT

Document No.: QA/ LPC/BNPL/02

Issue No.: 01

Issue Date.: 01/3/2019 Revision No.: 00 Revision Date.: 00

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 -



lipanibirta, 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



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

				SOURIT ANALISIS RELIGION								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



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

				FALIVI OIL AIVALISIS INLIFORT								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

lipanibirta, Birgunj, Parsa, Nepal

OTHER RAW MATERIALS ANALYSIS REPORT

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

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	Moisture	Total Ash	Acidity	Assay		Status (Released / Rejected)	Signature of Analyst

Verified By Q. A. In-Charge



lipanibirta, Birgunj, Parsa, Nepal

BISCUITS (FG) ANALYSIS REPORT

Document No. : QA/ FGA/BNPL/07

Issue No.: 01

Issue Date.: 01/3/2019

Revision No.:00 Revision Date:00

SN	Date Of Production	Shift of Prod.	Variety / SKU	Colour	Flavour	Texture	Shape	Finish / Apperance	Taste	Baking Quality	% Acid Insoluble Ash	% Moisture	% Acidity of Extracted Fat (as Oleic Acid)	Remarks	Signature of Analyst



Lipanibirta, Birgunj, Nepal

Corrugated Board Box (CBB) ANALYSIS REPORT INDEX													
		+											
		+											
		+											



Britannia Nepal

Lipanibirta, Birgunj-21

CORRUGATED BOARD BOX

						CORR	JGAIL	D BUF	AND D	
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

(CBB) ANALYSIS REPORT

Doc. No.: QA/ CBAR/BNPL/08

Issue No.:01

Issue Date: 01/3/2019 Revision No. 00 Revision Date:00

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 -



Lipanibirta, Birgunj-21, Nepal

DATE:											(SHIFT	Γ:		
Plant			I			П	l				ТО	THER			
Variety															,
				M	ANUFAC	TUR	RING SE	CTI	ON						
Moduler RPM															
Dough wastag	e & other														
Load call callb	ration														
Oven Sweepaç	ge														
Baking Time															
left over Doug	h														
		0 .	01 1			AIDA	A PLC		0 1						
Dough Wastag	10	Opening	Closino	3	Batch	\vdash	Sack		Opening	Clos	ing	В	Batch	Sac	:K
Flour Wastage															
Sugar Wastage															
Manpower Allo															—
Permanent	Cation														—
Contact Total															
PROBLEMS .															
VARIETY	NO'S OF SACKS MIXED	NO'S OF SACKS WITHDRAWAN	NO'S OF SACKS REUSED	NET SAC			MFG DEFECTIV	,_	% AGE OF MFG DEFECTIVE	GOOOT IN M.T.	LIN EFECIE		B/D TIME		GE OF
								+							
DEMARKS										D.M.		INIC	CTOOK		
REMARKS	5 :									OPENING		ING	STOCK CLOS	NG	
								1		OI EIVIIVO			0200	110	
								2							
								3							
								4				_			
								5 6				+			
								7				+			—
								8	_			+			
								9							
								10)						
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								16 17				1			
								18				+			—
Signature	:							19				+			
J.g. lattare	•							. 7							



П

TOTAL

Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

LOG BOOK-PACKING SECTION (PLANT I, II)

DATE:			PRODUCTION	OUTPUT		SHIFT:	
PLANT	VARIETY	SKU'S	NO. OF CBB	TONS	TOTAL	D/T IN MIN	% D/T
	-						
	-						
	-						
	-						
		I	I ADOLLO DEC	I OVED			
PLANT	BNPL	CONT	EXTRA	TOTAL		REMARKS	
I	5.41 2	33.11	2,,,,,,	70.712			
					-		
II					-		
TOTAL							
			PACKING DEF	ECTIVE			
PLANT	STACKER	MC/DEF	TABLE END	DPO DEF	METAL DEF	TC	DTAL
I							
П							
TOTAL							
			BACKLO	OG			
PLANT	OPENING	ARRANGED	LOOSE	DEF. PKT	CLOSING	REM	1ARKS

				IN	HOUSE F	ВС					
NAME		PLANT		VARIETY	TY	PE_	NO.	R001	CAUS	E COF	RRECTIVE ACTION
	_										
			\downarrow							_	
		•		FLOC	R SWEEF	PING					
PLANT I		PLANT II		GRINE	DING		DPO			OVE	ER EMB
			PKT	REJECTION	& LAMIN	IATE W	/ASTA	GE			
VARIETY			١	VARIETY				VARIETY	′		
				DEFECTI		PENIN	G				
				PL	ANT I					PLANT I	<u> </u>
PKT REJECTION (K	(g.)										
PKT REJECTION %)										
LAMINATE WASTAG	GE (Ka	ı.)									
	` 3										
NO OF PART ROLL											
THO OF TAKE ROLL	IO OF PART ROLL										

SHIFT SUMMARY
MAINTENANCE
IMP COMMUNICATION

NAME OF OFFICER:

1) MIXING:



Lipanibirta, Birgunj-21, Nepal

LOG BOOK-PACKING SECTION (PLANT I, II)

DATE: SHIFT:

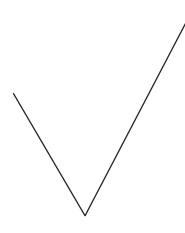
PRODUCTION OUTPUT											
PLANT	VARIETY	SKU'S	NO. OF CBB	TONS	TOTAL	D/T IN MIN	% D/T				
					\neg $ $						
	-										
	_										
	-										
					\dashv						
					-						
	-				_						
	-				- 						
				1 0//50							
PLANT	BNPL	CONT	EXTRA	TOTAL		REMARKS					
I	DIVIE	CONT	EXTRA	TOTAL		TEMARIO					
					-						
II											
TOTAL											
			PACKING DEF	FECTIVE							
PLANT	STACKER	MC/DEF	TABLE END	DPO DEF	METAL DEF	TO	OTAL				
I											
II											
TOTAL						\dashv					
IOIAL											
			BACKLO	†	a						
PLANT	OPENING	ARRANGED	LOOSE	DEF. PKT	CLOSING	REN	//ARKS				
I						_					
Ш											
TOTAL											

				IN	HOU	SE FBO)						
NAME		PLANT		VARIETY		TYPE	<u> </u>	NO.		ROOT	CAUS	SE	CORRECTIVE ACTION
					\dashv				\top				
					+				+				
					+				+				
					\perp				4				
				FLOC	R SV	VEEPII	NG						
PLANT I		PLANT II		GRINI	DING			DP	0				OVEN END
			PKT	REJECTION	I & L	AMINA	TE V	VAST	AGE	:			
VARIETY				ARIETY						ARIETY	'		
				DEFECTI	VF P	KT OPI	FNIN	JG					
					ANT				Т			PL/	ANT II
PKT REJECTION (K	g.)												
PKT REJECTION %													
LAMINATE WASTAC	GE (Kg	1.)											
NO OF PART ROLL													
SHIFT SUMMARY	/												
MAINTENANCE													
IMP COMMUNIC	IOITA	N											

NAME OF OFFICER: 1) MIXING:

Date:									
Time:	Plant:	V	ariety & SKI	J:			PKD:		Shift:
Wall type (R 4- Red not ac	_		t) Rating - '	0 to 1 Gree	en, 2 Yello	w close to	Standard,	3- diff. from bu	it acceptable,
Sensory Attr	ibutes	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	:								







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					
		Total			

Driver Sign Dispatch Sign



Lipanibirta, Birgunj, Parsa, Nepal

Doc.No.:GST/CRTR/BNPL/02 Issue No.:01 Issue Date.:01/8/2013 Revision No. 00

			ld Room Temp	erature Re	cord	Revision No. 00 Revision Date 0	
ation of A	/C Room/ Cold	Room					
Date	Time Morning	Temp. ºC	Time Evening	Temp. °C	Corr	ective Action if Any	Signature Officer

Dispatch Sign



Britannia Nepal Pvt. Ltd.

Lipanibirta, Birgunj-21, Nepal

GATE PASS

Date:

S.N.

Party Name: Vehicle No.:
Invoice No.: Transport Name:

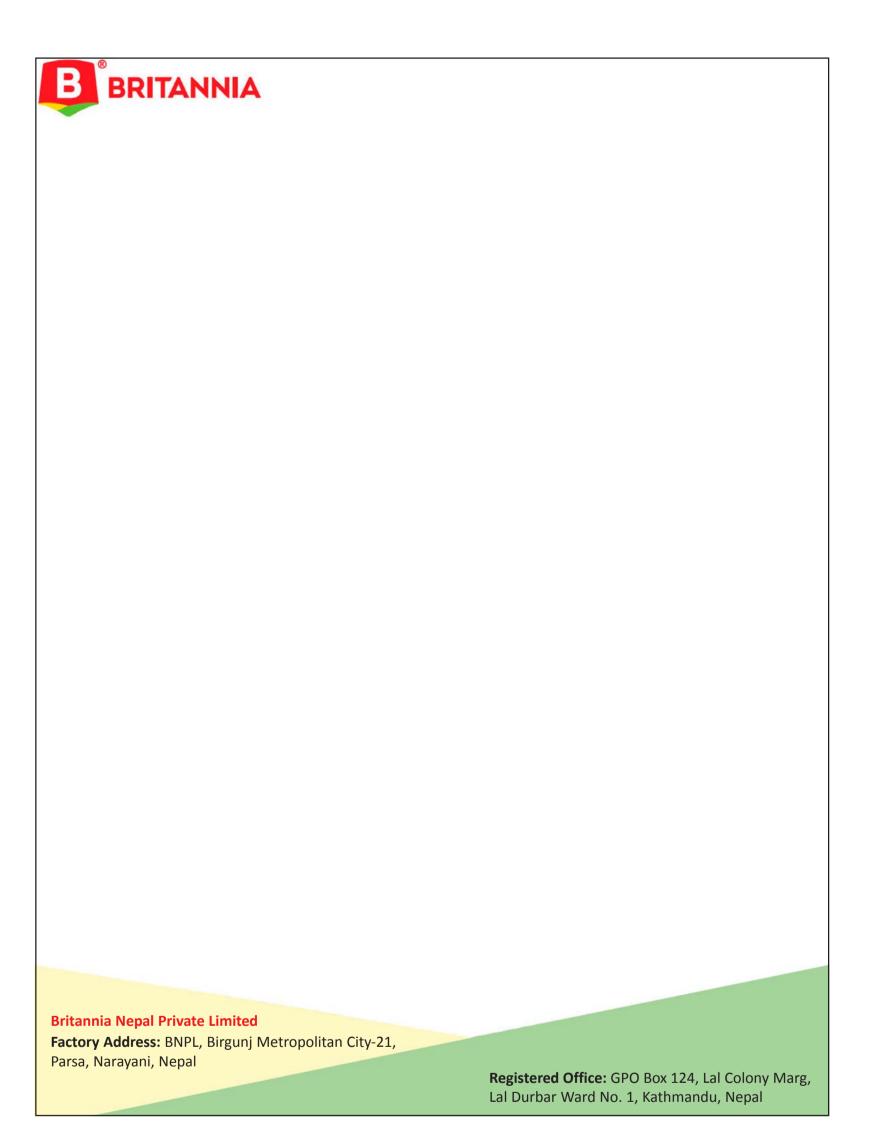
Driver Sign

Out Time:

Security Sign

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

Manager Sign





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

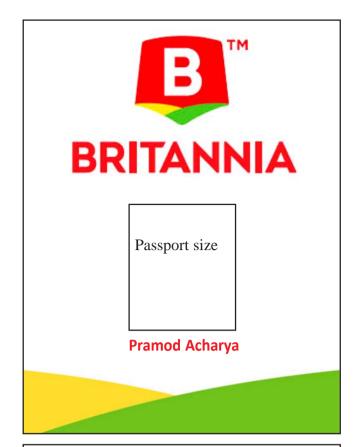
Factory Address: BNPL, Birgunj Metropolitan City-21, Parsa, Nepal





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

Authorized Signatory



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



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



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

If found please return to:



Lipanibirta, Birgunj Parsa, Nepal

OPRP / CCP Checks - Conveyors Integrity

Document No: MFG/OCCCI/BNPL/03 Issue Date :01/3/2019 Issue No:01 Revision No:00

Revision Date:00

Date and Shift	Frequency	Observations for fraying, stitching condition, Integrity	Corrective action in case of deviation
Presheeter Conveyor	Once a shift		
Laminator Conveyor	Once a shift		
Sheeter 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

<u>Verified By</u> 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			

Dispatch Sign Security Sign **Driver Sign** Manager Sign



S.N.

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

GATE PASS

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

BIN CARD

MATER	IAL CODE					
DESCRI	PTION					
SL.NO.	DATE	MFG DATE	BATCH NO.	RECEIPT	ISSUE	BALANCE

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
NameEm	p. No Section
Annual Leave/Extn. of Annual Leave for days	from
Sick Leave/Extn. Of Sick Leave fordays fromdays	
Substitute Leave fordays fromAgainst 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	
Annual leave balance as on datedays	
Sick Leave balance as on datedays	Signature of the time-office
Special leave enjoyeddays	Date
FOR THE USE OF SUPERV	•
Annual Leave/Extn. of Annual Leave for days	
Sick Leave/Extn. of Sick Leave for days from .	
Special Leave (without pay) fordays	
Substitute Leave for days from	to
RECOMMENDED / REFUSED	
DEPARTMENTAL MANAGER	Signature of the Supervisor
	Date
BRITANNIA NEPAL	
Lipanibirta, Birgu	
NameEmp.	•
Your application dated for Annual Leave/Ext	
Special Leave without pay/Substitute leave forday	
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.

Production manager	Produ				Production officer	Produ					tor	<u>operator</u>
					DIF:							
					MIN:							
					MAX:							
		24			12							
		23			11							
		22			10							
		21			9							
		20			8							
		19			7							
		18			6							
		17			ر ت							
		16			4							
		15			ω							
		14			2							
		13			_							
) Remarks	Weight (g)	Line No.	Remarks	Weight (g)	Line No.	Sign of operator	ieces Non-working	Nos of Dough Pieces g Middle Non-	Nos Working	Time	Shift	Date
			ť ň.	Line Wise Weight Variation: frequency: Once in a Shift Standard: Below 2%	Line Wise Weight Var frequency: Once in a Standard: Below 2%					utes	Wet Weight: frequency: 60 minutes Standard:	Wet Weight: frequency: 6 Standard:
0	Revision No. 00 Revision Date:00	Revi:		RT	HT CHA	WET WEIGHT CHART	€.					
Document.No.: SEC/KBR/04/06 Issue Date.: 01/03/2019 Issue No.: 01	Document.No.: SEC/KBR Issue Date.: 01/03/2019 Issue No.: 01	Doct Issue Issue	d.	ovt. Lt	irguni, Neg	nia Nepal Pv Lipanibirta, Birguni, Nepal	Britannia Nepal Pvt	Вг		Ā	BRITANNIA	器

Oven Operator	REMARKS: Please highlight if there is any deviation in the process for the full shift with reason	Hour 0.5 1	 2	ω	4	CJ	6	Score	Rating	PLANT: Frequency: 60 minutes SHIFT:	BRITANNIA
	t if there is ar	1.5 2							RP		
	y deviatior	2.5						2	AP		Brita
	າ in the pro	3 3.5						u	STD		Britannia Nepal Pvt Lipanibirta, Birgunj, Nepal Colour monitoring char
	cess for the	5 4						4	AD		nnia Nepal Pvt Lipanibirta, Birgunj, Nepal Colour monitoring chart
	e full shift v	4.5						G	RD		Dal Pagunj, Nepal
	with rea	5									• •
	son	5.5									Ltd.
	·	6									
		6.5								DATE: Variety:	Document.No.: N Issue Date.: 01/0 Issue No.: 01 Revision No.: 00 Revision Date:00
Pro		7								E: ety:	Document.No.: MFG/CM0 Issue Date.: 01/03/2019 Issue No.: 01 Revision No.: 00 Revision Date:00
Production Officer		7.5									Document.No.: MFG/CMC/BNPL/08 Issue Date.: 01/03/2019 Issue No.: 01 Revision No.: 00 Revision Date:00
ficer		8									\$NPL/08

Monitored By Quality/Production Officer

BRITANNIA	O F	Britannia Nepal Pvt. Ltd. Lipanibirta, Birgunj, Nepal OPRP / CCP Checks - Metal detector	annia Nepal Pvt. Lipanibirta, Birgunj, Nepal CCP Checks - Metal det	al Pvt. unj, Nepal //etal de	Ltd.		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 & Rejaction-Ok/Not Ok	tection & Re	ejaction-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	TIME						
Forming Metal Detector	Every 4 hours						
Metal Detector Checks with std probes of 1 mm Fe,1.5mm Non Fe, 2mm SS	TIME						
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	TIME						
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 identfied bins and disposed off.

Verified By Quality Manager

BRITANNIA
La

Lipanibirta, Birgunj, Nepal

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

Laminate Print Quality & Declaration ChecksReport 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 a Strength - as per tests (if facility is available		Seal Street	ength as per COA Seal Strength as Per				
Colour Shades of Laminate (as per LSD appr			ength as per test (if facility is				
Text Clarity, Misregistration, Smudging or Fa	aded Text ?						
Photocell Mark Colour (deep/ dark black Band Colour (as per Std ?)							
Britannia Logo with trade mark Registered							
Brand name							
Generic name							
Britannia's registered address panel (Mark							
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 ap	proved 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 no	n std weights						
Keep your city clean, recyclable material - lo	ogo						
Biscuit Design Declaration							
Minimum height of the text / numerals							
Remarks / Status - (Released / Reject	cted)						
Analyst's Name and Signature Sample of laminate	shall be filed with		A In - charge's Name and signature				



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

MATERIAL ISSUE SLIP

Date :				
Depart	ment :			
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



Lipanibirta, Birgunj-21, Nepal

Date: Shift: Variety:

Location	SN.	Activity	Name
D. I.I.	1	Stacker 1	
Packing	2	Stacker 2	
	3	Operator	
M/C 1	4	Feeder 1	
-	5	Feeder 2	
	6	Operator	
M/C 2	7	Feeder 1	
-	8	Feeder 2	
	9	Operator	
M/C 3	10	Feeder 1	
	11	Feeder 2	
	12	Operator	
	13	Feeder 1	
Over Man	14	Feeder 2	
Over Wrap	15	Feeder 3	
	16	Carton Filling	
	17	Carton Filling	
	18	Operator	
M/C 4	19	Feeder 1	
,	20	Feeder 2	
	21	Operator	
M/C 5	22	Feeder 1	
,	23	Feeder 2	
	24	Operator	
M/C 6	25	Feeder 1	
, , ,	26	Feeder 2	
	27	Operator	
	28	Feeder 1	
_	29	Feeder 2	
Over Wrap	30	Feeder 3	
	31	Carton Filling	
	32	Carton Filling	
	33	Taping 1	
	34	Taping 2	
Taping	35	Taping 3	
	36	Taping 4	
	37	FG Movement	
	38	Table End 1	
	39	Table End 2	
	40	Reliver 1	
	41	Reliver 2	
	42	Reliver 3	
	43	Reliver 4	
Misc.	44	Reliver 5	
IVIISC.	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	
		IVIISC Z	

Operator BNPL House Keeping Shift Officer Associate Contract Total

Signature



Lipanibirta, Birgunj-21, Nepal

Date: Shift: Variety:

		5111111	variety.
Location	SN.	Activity	Name
	1	Flour Sieving	
	2	Sugar Dumping	
	3	Bran/Aata Sieving	
.	4	Bran/Aata Weighment	
Pre Mixing	5	Liquid Prepration	
	6	Chemical Sieveing	
	7	Chemical Sieveing	
	8	Misc.	
	9	Mixing Operator	
Mixing	10	Creamer Operator	
	11	Helper 1	
	12	Helper 2	
	13	Helper 3	
	14	Operator	
Laminator / Rotary	15	Helper	
	16	Helper	
	17	Operator	
Oven	18	Sorter	
	19	Bisuit Grinder	

Operator
Associate
BNPL
Contract
House Keeping

Total

Shift Officer

Signature

Engg Manager



Store officer

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

BR	RITANNIA	Britannia Nepal Pvt. Ltd. Lipanibirta, Birgunj, Nepal MATERIAL ISSUE SLIP						
S.N:		MAIERIA	LISSUE	SLIP		Date:-		
S.N	Material Code	Material Description	Qty	UOM	Section/Shift	Received By	Remarks	
	,							
Sto	re officer			ı	Engg	Manager		
510	re officer				Engg	i wanager		



Lipanibirta, Birgunj, Nepal

Scrap Disposal Report (Process Section)

Document No.:	MFG/SDR/BNPL/22a
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Issue Date: 01/06/2020

Issue No.: 01 Revision No.: 00 Revision Date: 00

		(Process	Section)	ection) 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:-				Sto	ore Officer:-			

100 pc - 3 book



Lipanibirta, Birgunj–21, Nepal

S.N:

Out Time:

GATE PASS Returnable/Non Returnable.

Date:-

S.N	MAT CODE	Particulars	Qty	UOM	PURPOSE	Remarks

Store officer Engg Manager Security Factory Manager