



GLOBUS WAREHOUSING AND TRADING PRIVATE LIMITED

Standard Operating Procedures- Safety & Security

GLOBUS WAREHOUSING TRADING
STANDARD OPERATING PROCEDURE

SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSES	S.O.P		REV
	SWO/SOP/2020	7.0	-

INTRODUCTION

1. Purpose: SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSES
2. Personnel Concerned:

Site	Regional Office(Monitoring)	Head Office(Monitoring)
Station Manager	President	COO
Addl. Station Manager	DGM	General Manager
Deputy Manager	Admin Officer	DGM
Asst. Manager		Manager
Technical Asst.		Asst. Manager
Supervisor		
Godown Asst.		
ASO		
Security Shift Incharge/Supervisor		
Security Guards		

4. Originator: Office of the COO, New Delhi
5. Distribution: Headquarter, Regional Office, Station Managers and Security Division.

SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSE

S. No.	Role Name/Title	Belong To Function	Role in Process	Experience Requirements	First Person Responsible (FPR) or Second Person Responsible (SPR)	Critically of Role H= High M=Medium L=Low
1	Chemical Treatment	Preservation	Curative & Prophylactic treatment	Technical with Quality Background	Technical Asst.-FPR Station Manager-SPR	H
2	Theft	Security	Security of the Premises & Food Grain		Security Guard-FPR ASO-SPR	H
3	Fire Fighting	Safety of Foodgrain	Safety precaution relating to fire hazards	Training to fight out fire	Godown Asst.-FPR Station Manager-SPR	H

SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSE

The safety and security of the stored food grains is of utmost importance. *The saying that grain saved is grain produced is the objective of our organization.* The most common factors causing loss to the stored food-grains are as under.

“Insects ,birds ,rodents , microorganisms, moisture, temperature, fire, theft and pilferage etc.” The remedial steps involved to overcome the likely causes of losses are elaborated hereunder :-

1. CHEMICAL TREATMENT

The various dis-infestation measures being adopted in our warehouses to keep the food grains free from pests to prevent quantitative and qualitative loss to food grains are separately covered IN DETAILS in the SOP of **“USE OF HAZARDOUS CHEMICALS IN FOODGRAIN MANAGEMENT”**. This SOP suggesting prophylactic and curative treatment to the stored food-grains is being followed in all day to day operations to ensure that stocks are pest free all the times during storage.

2. THEFT AND PILFERAGE

The food grains are more prone to theft due to it's very nature as the food is required by one and all. It need not be sold in the market at throw away prices rather the same can be consumed by the persons indulging in such activities. The theft and pilferage can be made by the own staff, dacoits and mischievous persons .The effect of the theft is that an organization not only loses money involved but MOST IMPORTANTLY, it affects the goodwill.

The common steps being followed for preventing theft from the godowns are:

The stocks entering in the gate via various transportation means are properly recorded by the security staff deployed at the gate before allowing it's entry on lorry weigh bridges. Here again all the details relating quantity and quality are duly recorded in the computers. The net weight of the stocks are arrived at after weighing the loaded truck and empty truck. The related standard operating procedures

like “ RECEIPT AND ISSUE OF FOODGRAINS, WAREHOUSE WEIGH BRIDGE OPERATING PROCEDURES, WAREHOUSE LOCK AND KEY MANAGEMENT PROCEDURES ” are meticulously followed to prevent theft & pilferage tendencies.

The following common factors were also duly taken care of while selecting the sites and are being followed while carrying out day to day operations.

- Proper location (Warehouse should not be near to adjoining residential areas).
- Effective personal supervision by the godown keeper and Manager during receipt, storage and issue operations.
- Proper arrangements for locking and keeping the keys in a safe place ,maintaining godown opening and closing register.
- Replacement of locks in case of loss of keys and immediate physical verification of stocks in such cases
- Proper fencing and adequate lighting at night.
- Watchman for security with proper allocation of duties (24*7 days).
- Strict enforcement of the procedures that nothing can move in or out of the godown without authenticated documents.
- Surprise check for physical verification and comparison with the records balance. Up to date book keeping and control records.
- Exemplary punishment to those caught stealing or pilfering.
- High morale of the staff.
- Adequate insurance cover against theft / burglary.

3. FIRE FIGHTING

- Fire may break out at any moment, if adequate preventive arrangements are not made and this can cause immense loss to stocks. All the food grains commodities handled and stored in the godowns and warehouses catch fire immediately.
- Saying ‘**Prevention is better than cure** ‘holds very well in case of fire. All fires can be prevented except those arising out of natural calamities. The important preventive steps to overcome the fire havoc are :-

PREVENTIVE STEPS

- Prepare layout and the construction of building to minimize the fire risks. Displaying of sign boards like “NO SMOKING ZONE” help a lot to minimise the fire hazards. Other important preventive steps are :
- Create enough fire consciousness and awareness among staff . Prohibit smoking, lighting of match sticks, use of naked light in the godown.

- Never keep waste papers, the torn pieces of gunny bags ,old mats ,unserviceable polythene liners in the godowns.
- Avoid dumping of fire hazard materials in and around the godowns.
- Provide perfect and safe electric wiring and circuit system in the godown. Check the godown before locking to ensure that no cigarette ends etc. are lying the godown. Equip godown with appropriate duly charged fire extinguishers
- Keep water and sand buckets ready in each godown . Display prominently the telephone number and address of fire service station at the godown.
- In case of occurrence of fire, immediate action should be taken to control it in its initial stage itself.

CREATING AWARENESS AMONG THE STAFF

It is very important to create fire awareness among the staff and the users of godowns. In order to facilitate this, members must be careful in avoiding any outbreak of fire and to control it in case it occurs.

The following chart on do's and don'ts of fire precautions should be displayed in the office and godown”

DO”S:

1. Keep godowns neat and clean.
2. Build stack strictly to stack plan.
3. Ensure **‘NO SMOKING ‘**& display **‘NO SMOKING ‘**boards.
4. Arrange periodical check up of electrical installation
5. Observe the local fire regulations.
6. Ensure fire preparedness by maintaining first aid and firefighting equipment.
7. Keep air inlets and windows free from obstructions.
8. Maintain contacts with the nearest fire service station.
9. Conduct periodical mock fire drill.
10. In case of fire:
 - a) Raise fire alarm.
 - b) Use appropriate fire extinguishers.
 - c) Inform nearest fire service station.
 - d) Ensure safety of inmates.
 - e) Inform your senior officers.
 - f) Inform police for security.
 - g) Render first aid to the injured. Rush them to hospital, if necessary.

DON'TS:

1. Do not store /keep mats gunnies in loose condition.
2. Do not store hazardous and non- hazardous goods together.
3. Do not carry naked fire lamp or lighted candles in the premises.
4. Do not block the alleyways and haulages.
5. Do not allow loose or temporary connections or pendent electric lights.
6. Do not allow accumulation of wastages or growth of grass in the vicinity.
7. Do not misuse of fire extinguishers, hydrants and buckets.
8. Do not use water on fires of electric origin (shock hazard) or on flammable liquid fires (will splatter).
9. Do not keep the firefighting equipment inside the godowns.

Authorized Signatory:

Chief Operating Officer
Head Office
New Delhi

Effective Date

Key Personnel Contact Details

Name	Designation	Warehouse	Contact Number	E-mail ID
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Mr. Rajinder Kumar	Station Manager	Muktsar-2	6280234627	muktsar2@gwtpl.co
Mr. Vijay Kumar Salonki	Cluster Manager	Tapa	9414948890	tapamandi@gwtpl.co
Mr. Rohit Walia	Dy. Regional Manager	Malout	7009717095	malout@gwtpl.co
Mr. Om Parkash	Regional Manager	Malout	7009434572	malout@gwtpl.co
Mr.Randeep Singh	Regional Manager	Patti	9501866511	patti@gwtpl.co
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Mr.Surinder Singh	Manager (Quaility)	Patti	7087003868	patti@gwtpl.co