



GLOBUS WAREHOUSING AND TRADING PRIVATE LIMITED

Standard Operating Procedures- Safety & Security

STANDARD OPERATING PROCEDURE

| SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSES | S.O.P | | REV |
|--|----------------|-----|----------------|
| | GWTPL/SOP/2020 | 7.0 | GWTPL\SOP\2024 |

INTRODUCTION

1. Purpose: SAFETY AND SECURITY IN FOOD STORAGE WAREHOUSES

2. Personnel Concerned:

| Site | Regional Office(Monitoring) | Head Office(Monitoring) |
|------------------------------------|-----------------------------|-------------------------|
| Regional Manager & Station Manager | President | COO |
| Addl. Station Manager | SRM(Operations) | General Manager |
| Deputy Manager | SRM (Quality) | DGM |
| Asst. Manager | DRM | Manager(Operations) |
| Technical Asst. | Manager(HR) | Asst. Manager |
| Supervisor | Allied Staff | |
| 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 | B.Sc.in Chemistry\ Bio\Agri. Or B.Tech. in Agri. with Quality Background | Technical Asst.-FPR Station Manager-SPR | H |
| 2 | Theft | Security | Security of the Premises & Food Grain | Preferable Ex-serviceman. | Security Guard-FPR ASO-SPR | H |
| 3 | Fire Fighting | Safety of Food grain | Safety precaution relating to fire hazards | Training to fight out fire | Godown Asst.-FPR Station Manager-SPR | H |

(A) **Training** :- Training on quality aspect and other related matters will be organized as and when required. RM will organize training of quality staff once in six months, preferably in May/June and December/January.

(B) **Mock Drill** :- Mock drill will be conducted once a six months.

(C) **Periodic Audit** :- -Periodic Audit will be conducted once in six months.

(D) Also maintain proper record , registers of training, mock drill and periodic audit and share on mail to all concerned.

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 . The theft and pilferage can be made by anyone internal and / or external and for any reason and the effect of theft is not only monetary loss but it also results in reputation loss of the organization .

- In case of any theft / misappropriation ,RM/DSP/SRM will submit their report in RO office/ Head office. In RO , a committee comprising of Manager I/A and RM Quality and compliance will examine the report and suggest whether an FIR is to be lodged or not. On that basis, a decision will be taken by COO/CEO regarding lodging FIR.
- The committee will decide regarding issuing notice to Security Agency and notify theft/loss to the insurance company and other concerned parties
- The committee will review repeated incidents in same area/ district and suggest appropriate measures and initiate responsibility fixing steps.
- The committee will take decision regarding compensation from security, removal of site team or rotation of staff with the concurrence of COO/CEO.

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 its 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 as far as possible).
- Deployment of Security personnel at main entry gate and at all critical points in the godown.
- Installation of CCTVs at all sensitive points in the warehouse
- Effective personal supervision by the godown keeper and Manager during receipt, storage and issue operations.
- Proper arrangements for locking and safe keeping the keys in a secure 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.
- Surprise checks at night.
- High morale of the staff.
- Adequate insurance cover against theft / burglary.
- 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 minimize 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 in regional Office as well as Head quarters
- f) Inform police for security.
- g) Render first aid to the injured. Rush them to hospital, if necessary.

DONT'S:

- 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 haulage.
- 5. Do not allow loose or temporary connections or pendent electric lights.
- 6. Do not allow accumulation of wastage 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.

Cluster & Regional Managers , while on site visits , to ensure that all above advisories are in strict enforcement

Any subsequent order issued by higher ups/competent authority will become part of the SOP.

Authorized Signatory:

 Authorized Signatory

Chief Operating Officer
Head Office
New Delhi

Date :- 23-09-2024

Office Order

A committee has been constituted to investigate the reasons of theft/misappropriation & persons involved in that, consisting of the following: -

- 1) Mr. Deepak Srivastava.
- 2) Mr. Varinder Thakur.
- 3) Regional Manager of the concerned site.

As far as possible FIR may be lodged in case of theft.

The report of the committee may be sent to the under signed & to Sh. Gaurav Katoch C.O.O.

Mr. Virender Thakur will keep all the records of FIR & Investigation reports of committee.

Thanking you


(Basu Dev)

HR Department

Date :- 23-09-2024

Place – Mohali.



Key Personnel Contact Details

| Name | Designation | Warehouse | Contact Number | E-mail ID |
|-------------------------|-------------------------|----------------------------|----------------|--|
| Mr. Gaurav Katoch | Chief Operating Officer | All Site | 9958097729 | gauravkatoch@gwtpl.co |
| Mr. SP Gupta | President | All Site | 8448323500 | spgupta@gwtpl.co |
| Mr. Jiwan Kumar Sharma | SRM | All Site | 9466775152 | jiwansharma@gwtpl.co |
| Mr. Deepak Sharma | SRM | All Site | 9034393866 | deepaksharma@gwtpl.co |
| Mr. Basu Dev | Manager (HR & Admin) | All Site | 9910636611 | basu@gwtpl.co |
| Mr. Pankaj Suri | Dy. Regional Manager | All Site | 9811547077 | pankaj.suri@gwtpl |
| Mr. Gurjeet Singh | Manager Operation | All Site | 9988555600 | gurjeetsingh@gwtpl.co |
| Mr. Om Parkash | Regional Manager | Cluster 1, Abohar & Malout | 7009434572 | om.prakash@gwtpl.co |
| Mr. Bhanwar Lal Dhaka | Regional Manager | Cluster 2, Muktsar 1 & 2 | 9460577251 | bl.dhaka@gwtpl.co |
| Mr. Pankaj Kumar Rai | Regional Manager | Cluster 3, Maur Mandi | 9411091328 | pankaj.kumar@gwtpl.co |
| Mr. Ram Niwas | Regional Manager | Cluster 4, Budhlada | 8288096133 | ramniwas@gwtpl.co |
| Mr. Samunder Singh | Regional Manager | Cluster 5, Tapa Mandi | 9414092922 | samunder.singh@gwtpl.co |
| Mr. Durgesh Singh Tomar | Regional Manager | Cluster 6 | 9956428261 | durgesh.tomar@gwtpl.co |
| Mr. Vijyant Bhurman | Regional Manager | Cluster 7 | 7999579285 | vijyant.burman@gwtpl.co |
| Mr. Randeep Singh | Regional Manager | Cluster 8, Patti | 6280465026 | randeep.pannu@gwtpl.co |
| Mr. Rohit Rathee | Regional Manager | Cluster 9, Moga 1 & 2 | 9646311809 | rohit.rathee@gwtpl.co |

| | | | | |
|----------------------------|----------------------|----------------|------------|--|
| Mr. Bharat Kapil | Station Manager | Abohar | 9166550849 | abohar@gwtpl.co |
| Mr. Gyanender Chaturvedi | Station Manager | Budhlada | 9888443373 | budhlada@gwtpl.co |
| Mr. Pravendra Singh Panwar | Station Manager | Maur | 9671066911 | maurmandi@gwtpl.co |
| Mr. Alok Kumar | Station Manager | Moga-1 | 6239815677 | moga1@gwtpl.co |
| Mr. Kuldip Singh | Station Manager | Moga-2 | 9815482884 | moga2@gwtpl.co |
| Mr. Rahul Sharma | Station Manager | Muktsar-1 | 7009534467 | muktsar1@gwtpl.co |
| Mr. Balraj Singh Nain | Station Manager | Muktsar-2 | 9416774290 | muktsar2@gwtpl.co |
| Mr. Kulwant Singh | Assistant Manager | Tapa Mandi | 9517232300 | tapamandi@gwtpl.co |
| Mr. Rohit Walia | Dy. Regional Manager | Muktsar I & II | 7009717095 | rohit.walia@gwtpl.co |
| Mr. Ramandeep Singh | Station Manager | Malout | 9780551001 | malout@gwtpl.co |
| Mr. Rajeev Kumar Sharma | Station Manager | Patti | 8847599917 | patti@gwtpl.co |
| Mr. Surinder Singh | Manager (Quality) | Patti | 7087003868 | patti@gwtpl.co |