



# PROCEDURE



Title: **Miscellaneous Shipping Orders**

Procedure No: <b>P403.064</b>	Issue: <b>2</b>	Revision: <b>4</b>	Operative Date: <b>18/6/2018</b>
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### 1.0 PURPOSE

To establish a procedure to control the movement of materials and equipment leaving the plant.

### 2.0 SCOPE

This procedure applies to all materials and equipment excluding:

- (a) Packing Materials defined by Procedure 403.025 "Disposal of Surplus or Usable Company Property other than Capital Assets or Warehouse Inventory".
- (b) Samples ex Laboratory (refer Work Instruction W784.040.05 'Sample Dispatch Docket').
- (c) ***Waste materials be removed from site via the Waste Transfer Facility***

### 3.0 RESPONSIBILITIES

#### **Chief Financial Officer**

Is responsible for overall administration of the Procedure.

#### ***Logistics and Distribution Supervisor***

***Is responsible for ensuring the Approval Matrix in SAP is up to date. The QAL employee requesting materials and or equipment to be sent of site are responsible for creating the MSO and communicating the required despatch instructions with the relevant distribution team member.***

Other actions shall be the responsibility of those defined in this Procedure.

### 4.0 REFERENCES

***P403.025 Disposal of Materials***

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**5.0 DEFINITIONS**

- MSO Miscellaneous Shipping Order – Means of controlling materials and equipment leaving the plant (Defined in SAP as a Delivery Document).  
 QAL Queensland Alumina Limited

**6.0 ACTIONS****6.1 Approval**

MSO's will be **processed/approved** by personnel identified in **the** 'Approval Matrix' in the SAP system that manages the MSO process.

**6.2 Processing MSO's**

- 6.2.1 A MSO shall be compiled detailing all mandatory data as required by the SAP MSO process.  
 6.2.2 The approval status reflects the progress of the MSO delivery through the process and are as follows:
1. Awaiting Approval
  2. Approved
  3. Rejected
  4. Dispatched
  5. Off Site
  6. Waiting Return
  7. Returned

**6.3 MSO Interrogation**

All MSO's can be interrogated by use of SAP transaction, ZQMSO: Delivery Status Report.

**6.4 Records**

MSO's shall be maintained electronically within the SAP System indefinitely.

**7.0 ATTACHMENTS**

Nil

**8.0 REVISION HISTORY**

Issue	Revision	Revision date	Change Reason
2	4	18/06/2018	Additional information added to: 2.0 Scope (c) 3.0 Responsibilities – Logistics and Distribution Supervisor