

# PROCEDURE

Title: **Miscellaneous Shipping Orders**

Procedure No: <b>P403.064</b>	Issue: <b>2</b>	Revision: <b>3</b>	Operative Date: <b>15/03/2014</b>	Author: <b>G Stockbridge</b>
Department: <b>Company</b>	Sect./Classification: <b>Company</b>	Category: <b>Administration</b>	Owner Role: <b>Chief Financial Officer</b>	Approver Role: <b>Chief Financial Officer</b>
				Appr. Signature:

## CONTENTS

1.0	PURPOSE.....	1
2.0	SCOPE.....	1
3.0	RESPONSIBILITIES.....	1
4.0	REFERENCES.....	1
5.0	DEFINITIONS.....	2
6.0	ACTIONS .....	2
	6.1 Approval.....	2
	6.2 Processing MSO's.....	2
	6.3 Return of Goods on a MSO .....	2
	6.4 MSO Interrogation.....	2
	6.5 Records .....	2
7.0	ATTACHMENTS.....	2

### 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').

### 3.0 RESPONSIBILITIES

Chief Financial Officer is responsible for overall administration of the Procedure.

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

### 4.0 REFERENCES

P403.025 Procedure – Disposal of Surplus or Unusable Company Property other than Capital Assets or Warehouse Inventory.

FORM NO: ADM-023-0305	IF THE LOGO ON PAGE NO. 1 OF THIS DOCUMENT DOES NOT APPEAR IN FOILED METAL FINISH THIS IS <u>NOT</u> A CONTROLLED QUALITY SYSTEM DOCUMENT	PAGE 1 of 2
--------------------------	---	-------------

Title: <b>Miscellaneous Shipping Orders</b>	No: <b>P403.064</b> Issue: <b>2</b> Rev: <b>3</b>	Approval: (Inits)
---	--	----------------------

**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 approved by personnel identified in a 'Approval Matrix' established & maintained 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 Return of Goods on a MSO**

**6.3.1** The initiator of a MSO may indicate a Return of Goods is required. A "Due Return" date shall be specified during creation of the MSO to indicate the expected return of goods to the plant.

**6.3.2** When goods are returned to site an "Actual Return" date shall be entered against all items on a MSO. The item(s) remain on the outstanding MSO report in SAP until this date is entered.

**6.4 MSO Interrogation**

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

**6.5 Records**

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

**7.0 ATTACHMENTS**

Nil.