Title:	Shipping Process	**Document No.:**	YGD 0502
Effective:	16/03/2024	**Revision:**	3
Revised By:	Nazifah	**Approved By:**	Vengatesh

1.0 OBJECTIVE

The objective of this procedure is to ensure that the finished products are delivered to customer on a timely basis and in good condition.

2.0 SCOPE

This procedure applies to the shipping process carried out in YTY Group.

3.0 REFERENCE

YGD 1503 Delivery of Finished Goods

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4.0 DEFINITION

N/A

5.0 RESPONSIBILITY

5.1 The Shipping personnel is responsible for this procedure.

5.2 The Shipping personnel will arrange for the containers following the shipment schedule after confirming with the Packing personnel and Store personnel. The shipping personnel will prepare all the relevant shipping documents for the container loading and delivery.

6.0 PROCEDURE

6.1 Refer to the Shipping process flow Doc. No .YGD 0502/01.

6.2 RISK ANALYSIS AND MANAGEMENT

Risk	Action
Shipment delay	Weekly shipment meeting to keep track of goods status
	Email copy parties must be expanded so we can keep track of bookings
Quality of inputs during booking stages	Email copy parties must be expanded so we can keep track of bookings
	Checklist criteria's during booking stages

7.0 RECORDS

7.1 YGD 0502/01 – Shipping Process Flow

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Reason For Change

Old Revision	*Current Revision*	*Effective Date*	*Page Affected*	*Revision Description*	*Revised By*	*Approved By*
Nil	0	5/11/2015	All	New Procedure	Hee Pek Cheng	Evelyn Tan
0	1	06/07/2017	Pg. 1	Revise item in 3.0-Change to YGD 1503. Include risk analysis in item 6.2. Remove item in 5.3	Hee Pek Cheng	Nantha
1	2	20/08/2018	Pg. 1	Revise item in 7.1-Change no. of record.	Hee Pek Cheng	Vengatesh
2	3	16/03/2024	Pg. 1	Revise item in 7.1-Update shipping record	Nazifah 500094	Vengatesh 70025

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