	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-RS03
SMSA Express		Revision no.	00
		Effective Date	15-05-2019
	STANDARD OPERATING PROCEDURE **RTS DISPOSAL MANGEMENT**	Next Revision Date	14-05-2021
		Function	Warehouse
		Page	Page 1 of 2

1.0 PURPOSE

1.1 This document lays down the procedure for disposal management. This procedure covers the disposal management for the shipments complete the duration time or the customer request for disposal

2.0 SCOPE

2.1 This procedure is applicable to all SMSA Employee working with RTS Section Warehouse.

3.0 ABBREVIATIONS/ DEFINITION

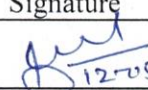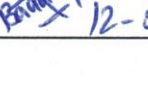| No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	RTS/RS	Return to Shipper
3.3	AWB	Air Way Bill
3.4	COD	Cash On Delivery

4.0 RESPONSIBILITY

4.1 The Supervisor should be responsible for receiving customer destroy requests, coordinating with SMSA security staff, and determining the conditions of the shipments.

4.2 The Handlers should be responsible for moving the pallets, unwrapping, segregating, and disposing of the shipments.

4.3 The Operations Agent should be responsible for maintain records in Excel sheets.

5.0 SAFETY PRECAUSTIONS

5.1 Wear PPEs such as Safety Shoes, Safety Helmet, Safety Harness, Gloves and etc.

6.0 PROCEDURE

6.1 The Disposal shall be done if the shipment completed the storage days as agreed with customers and if shipper request destroy during shipment storage days.

6.2 Apply COD RTS Scan with comment "Destroyed as per shipper request/Agreement".

	Name & Designation	Signature
Author/ Originator of Doc Change	ASHISH SEN ASSISTANT MANAGER	12-05-2019
Reviewer (Process Owner)	Michael Dela Cruz SUPERVISOR RTS	12-05-2019
Approving Authority	Hussein Badan RTS/Fulfillment Manager	12-05-2019

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6.3   RTS team shall open the shipments to be disposed/destroyed in presence of SMSA Security staff.

6.4   Create the Excel file for the shipment opened by mentioning AWB number, Quantity and the Description of items.

6.5   If the shipment is in good condition then segregate and sort the shipment/Items on the pallet.

6.6   Store the Shipment for SMSA use or Auction.

6.7   If the shipment severely damaged / Expired (Food Stuff), then send outside of the Warehouse for disposal in presence of SMSA Security staff, If not then send to charity.

7.0   RECORD

Title of Record	Custodian	Retention Period
NA	NA	NA
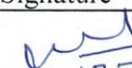
8.0   Attachment

8.1   Flow Chart A

9.0   DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	15-05-2019	New Document	NA

END OF THE DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	ASHISH SEN ASSISTANT MANAGER	12-05-2019
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Approving Authority	Hussein Badawy RTS/Fulfillment Manager	Badawy 12-05-2019

SMSA Express Transportation Co., Ltd.
P.O. Box 63259 Riyadh 11526, K.S.A.

FLOW CHART- A

SMSA Express

```
┌──────────────────┐                              ┌──────────────────┐
│  Direct Destroy   │                              │ Shipper request  │
│ after completing  │                              │ destroy during   │
│   storage days    │                              │ the storage days │
└──────────────────┘                              └──────────────────┘
         │                                                  │
         │         ┌──────────────────────┐                 │
         └────────▶│   Apply COD RTS      │◀────────────────┘
                   │  Scan with comment   │
                   │ "Destroyed as per    │
                   │  shipper request/    │
                   │     agreement"       │
                   └──────────────────────┘
                              │
                   ┌──────────────────────┐
                   │ RTS team will open   │
                   │ the shipments with   │
                   │  the presence of     │
                   │ SMSA security staff  │
                   └──────────────────────┘
                              │
                   ┌──────────────────────┐
                   │  Create an Excel file│
                   │ containing the AWB   │
                   │ number, the quantity,│
                   │ and the description  │
                   │   of the item        │
                   └──────────────────────┘
                              │
```

Is the shipments in good condition

Yes → Segregate those shipments and make it on pallets → Store the shipments for SMSA use/auction

No → Is the shipment severely damaged/ expired foodstuffs?

Yes → Send outside the warehouse for disposal, with SMSA Security Staff present

No → Send to charity