



Standard Operating Procedure (SOP)

SOP-OPS-001

SOP for Carton Inwarding

Version 1.1

Document Overview

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Objective of the SOP – Carton Inwarding

This being the first step in associating with the client and the basis for all other services that are to be provided to the client during the contract period, abundant caution in implementing this SOP is highly recommended.

The objective is to ensure that

1. The records / files / documents that are Collected from the client are correctly classified, packed and moved in a safe and secure manner to the facility.
2. The records / files / documents reach the facility in the manner it ought to have reached.
3. The appropriate validations are applied, to back track the trail of moment to identify the file in case of a difference.
4. The cartons are placed in the respective slots as allocated and that location is verified by the process.
5. The allocated slots are verified in K-Vault



Scope of the SOP – Carton Inwarding

The following is the scope for the SoP – Carton Inwarding

1. Begins with the receipt of email from the client to pick the records from his premise.
2. Extends till the Verification of slot in which the carton is placed in Kayman's Facility.

Exclusions

1. Option for Carton level indexing
2. Option for client moving his records to Kayman Facility
3. Option for client providing inventory
4. Option for offsite indexing
5. Option for Indexing parameters
6. Option for Packing in transit containers from Outstation locations

Notwithstanding any of the above exclusions, records on receipt at the staging area of Kayman Records Centre, will follow every step of this SoP without any modifications / alterations.



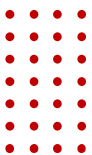
Carton Inwarding – Procedure



Detailed Instructions

Carton Inwarding

1. Client to place request through authorised email.
2. Validate email id in K-Vault.
3. Create Work Order for Carton Inward Process.
4. Create Empty Carton Request.
5. Collect Cartons from Stores and Close Empty Carton Request.
6. Print Carton Barcodes and Delivery Challan for Cartons and Barcodes
7. Delivery at Client's Place, index files as per specified description in K-Vault.
8. Create Loading chart for No of cartons that indexed & take acknowledgement
9. Cartons moved to Kayman Vaults Record Centre.
10. Validations
 1. Carton Count and Number Validation.
 2. File Number and indexing Validation.
11. Allocations designated slots assigned by K-Vault.
12. Storage Verification



List of Glossary

Terms	Full Title / Description
Carton	Kayman's Standard RM boxes / Corrugated boxes / Containers etc.
Challan	Receipt for confirmation
Barcode	Labels with bar codes, readable by scanners for accuracy
Indexing	Capturing details from a particular file in a specified format
Facility	Kayman's Records Storage Centre
Allocation	Choosing the slot in which the cartons are to be placed.
Validation	Re-confirmation of a previous activity.



1800-572-5262

About Kayman Vaults

Kayman Vaults offer offsite record management services - specializing in document lifecycle management services - that caters to records storage, scanning, electronic document management, and shredding needs. With over 40 years of collective experience in records management, data management and document management, Kayman Vaults is the trusted name for offsite records management.

Read More

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