



مؤسسة صمام الثنائي التجارية
DIODE TRADING EST.



WAREHOUSE OPERATIONAL SAFETY STANDARDS

HSE Standard

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-STD-11 | Revision 00 | Effective 01 January 2026



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Warehouse Operational Safety Standards

This document sets the operational safety standards applied across the Al Khobar warehouse for racking, material handling equipment, housekeeping, and product identification, developed with regard to internationally recognized warehousing and racking safety practice, including the racking damage-classification approach used under EN 15635 and the load-capacity signage principles reflected in SEMA guidance and ANSI MH16.1.

Material Storage & Racking

- Racking is loaded within its rated load capacity, with load-limit signage clearly displayed at eye level on each bay, showing maximum bay and shelf load.
- Heavier and bulkier items (e.g., UHMWPE sheet stock, rubber rolls) are stored at lower levels; lighter items may be stored higher, subject to safe retrieval methods.
- Racking is visually inspected periodically for damage and classified using a simple traffic-light system: Green (minor, monitor), Amber (moderate, repair promptly and do not reload the affected bay), Red (severe, unload immediately and cordon off pending repair or replacement).
- Racking is not modified, drilled, or altered without reference to the original supplier's design, and column guards or end-of-aisle protection are used in areas of higher forklift traffic where practicable.

Material Handling Equipment

- Forklifts and pallet trucks are operated only by personnel holding a current internal authorization issued under the Competency & Training Procedure.
- Pre-use checks (brakes, forks, warning devices, tyres/wheels) are completed and recorded before each shift; defective equipment is removed from service and tagged out of use.
- Pedestrian walkways are marked and segregated from forklift travel routes where practicable, with mirrors or barriers at blind corners.
- Speed limits apply within the warehouse and are reinforced through supervisor observation.

Housekeeping & 5S

Aisles, emergency routes, and access to fire-fighting equipment and electrical panels are kept clear at all times. A 5S-based housekeeping routine (Sort, Set in order, Shine, Standardize, Sustain) is followed, with periodic housekeeping walk-arounds conducted by the Warehouse Supervisor and findings logged for close-out. Spills are cleared immediately and warning signage used while the area dries.



Product Identification & Traceability

Stored goods are identified by product label, batch/lot marking (as provided by the originating production facility in UAE or Qatar), and location code, enabling traceability from receipt through to dispatch. This labelling also supports safe handling by ensuring warehouse staff can identify product type, weight, and any handling precautions before moving material.

Inspection Schedule

Item	Inspection Frequency
Racking (visual damage check)	Monthly, and immediately after any impact
Forklift / pallet truck pre-use check	Before each shift
Fire extinguishers	Monthly visual check; annual service
Housekeeping walk-around	Weekly
PPE compliance check	Ongoing, during supervisor walk-arounds

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
EN 15635 (racking use and maintenance)	Basis for the racking damage-classification (Green/Amber/Red) approach applied in inspections.
SEMA Code of Practice / ANSI MH16.1	Reference points for racking load-signage content and placement.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Racking inspection log
- Forklift pre-use check sheets
- Housekeeping walk-around log
- Fire extinguisher inspection tags

Related Documents

- DTE-HSE-PRO-03 Risk Management & Hazard Identification Procedure
- DTE-QMS-PRO-08 Inventory Control & Housekeeping Procedure

AUTHORIZATION



Prepared By	Reviewed By	Approved By (General Manager)
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