WAREHOUSE INSPECTION, PRODUCT RELEASE & TRACEABILITY PROCEDURE

Quality Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-QMS-PRO-07 | Revision 00 | Effective 01 January 2026

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Document Title	Warehouse Inspection, Product Release & Traceability Procedure	**Effective Date**	01 January 2026
Issued By	HSE & Compliance Function	**Approved By**	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	**Classification**	Internal / Controlled

Warehouse Inspection, Product Release & Traceability Procedure

As Diode's principal activity is stockholding and distribution rather than manufacturing, this procedure defines the quality checks applied within the warehouse between receipt and dispatch, equivalent in purpose to in-process and final inspection in a production environment.

Storage & Identification

- All stock is stored in clearly labelled and identified racking/bin locations, with product type, specification, and batch/lot reference visible on the storage label.
- Stock condition is visually checked during putaway and during periodic housekeeping walk-arounds; any damage or degradation identified is quarantined and assessed.

Order Picking & Packing Verification

- Picked orders are checked against the customer purchase order for correct product, specification, and quantity prior to packing.
- Packing is verified for correct labelling, inclusion of required documentation (e.g., COC/COA, packing list), and adequate protection for transport.
- A final check is carried out prior to dispatch to confirm the consignment matches the order and shipping documentation, performed by a person other than the picker where warehouse staffing allows, to provide independent verification.

Traceability

Product traceability is maintained from receipt (supplier batch/lot) through storage location to the customer order and dispatch record, enabling any nonconformance identified after dispatch to be traced back to the originating batch/lot and, where relevant, other affected stock or orders to be identified and addressed. This traceability chain is tested periodically through a mock trace exercise, selecting a dispatched order and confirming it can be traced back to its receiving record within a defined time.

Records

Order-picking checks, packing verification, and dispatch records are retained for a minimum of five years and are available for review during customer or third-party quality audits.

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
ISO 9001, Clause 8.5.2 (Identification & Traceability)	Reference point for the batch/lot to dispatch traceability chain maintained in this procedure.

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:

- Order-picking and packing verification checklists
- Dispatch records
- Mock trace exercise results

Related Documents

- DTE-QMS-PRO-08 Inventory Control & Housekeeping Procedure
- DTE-QMS-PRO-06 Receiving Inspection Procedure

AUTHORIZATION

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Company Stamp: