I OBJECTIVE:

To ensure that new materials are received in good condition, right specification, right quantity and stored in good place following (FIFO) first in first out principle.

II SCOPE:

Covers all raw materials, secondary materials, supply purchase of the organization prior to processing.

III DUTIES AND RESPONSIBILITIES:

3.1 Department Head / Supervisor – tasked to double check report of newly received materials.

3.2 Section Chief/ Assistant Section Chief – Tasked to monitor and report newly received materials.

3.3 Warehouse Clerk – will perform the duty in giving document reference as a list of new received items.

3.4 Receiving Team Member – Tasked for checking, counting and receiving of incoming materials.

3.5 Issuance Team Member – Tasked to double check and receive newly received materials before positioning to warehouse bin.

IV PROCEDURE:

4.1 Working Preparation

4.1.1 According to the required method, three days before upon the arrival of incoming materials, the PCD staff will give a copy of documents (P.O & Invoice), including the estimated time of arrival (ETA) to the warehouse clerk. (With proper coordination to the warehouse supervisor).

4.1.2 The Warehouse Clerk will update the bulletin board about the incoming of materials.

4.1.3 Then Warehouse Clerk will furnish a photocopy of invoice handled over to the receiving team members and QAD inspector as a reference.
4.1.4 Upon receiving the invoice, the receiving team will start preparing the drop area for the incoming materials

4.1.5 The assigned receiving team member will prepare and check the condition of the forklift, before the arrival of incoming materials.

4.2 Receiving

4.2.1 If the container already arrived, any of the receiving team members will open the container.

4.2.2 Before the items unload, the assigned receiving team member will take a picture of the content of the container excluding Loss-cargo or FedEx.

4.2.3 Unload the received item, and then put to the designated receiving drop area. DRP001 for Import, DRP002 for local suppliers, & DRP003 for Production.

4.2.4 After unloading of all items, segregate the items according to each type of code & specifications.

4.2.5 Prepare the sticker label that depicting the receiving date, item code, item description, MRR, P.O., Invoice / lot number and the actual quantity if item received.

4.2.6 The receiving team will count on the received item, then put or tag the item using the sticker label. The copy of invoice will be the reference for checking & counting of received item to verify if the quantity declared in invoice tallied with the actual quantity received.

4.2.7 In each item type or specification, segregate a sample for Quality Assurance incoming materials inspection.

4.2.8 The receiving team members will secure a materials inspection report to be handled over to warehouse clerk.

4.2.9 The warehouse clerk will make a material receiving report.

4.2.10 The receiving team members will also furnish the Warehouse Clerk a photocopy of invoice. The Warehouse Clerk is responsible in encoding the total quantity of received items into the ERP inventory system before positioning the items to warehouse bin location.
4.2.11 After the Quality Assurance Incoming Materials Inspection Report received, the Material-in-Charge will generate the Stock Transfer Request Form (STRF) providing a request from drop area to its designated bin location.

4.2.12 Pass the request to Warehouse Supervisor for review and signing.

4.2.13 The Material-in-Charge will then forward the request to Warehouse Clerk for transaction in ERP system.

4.2.14 After the ERP transactions and filling up the request form, the Material-in-Charge can start transferring the newly received item to its designated location. Warehouse Clerk will printing out Material Receiving Report (MRR), then forward to Warehouse Supervisor for review, PCD, and to the Vice President/President for approval.

4.3 Storage

4.3.1 All received item for new materials, should have a tag sticker label with approved mark by QAD before storing to each location bin.

4.3.2 Be sure that area for storage must clean and away from hazards.

4.3.3 Do not place similar items on which the item was stored.

4.3.4 Properly cover a carton on the front top of plastics crates (applied only to the received metal insert, fiber cloth, flap pad, and non woven cloth materials).

4.3.5 For the storage of Resin Powder and Abrasive Sand the height capacity limit is 3.5 meters.

4.3.6 For the Resin liquid, the FR2020S should directly store to the Cold Storage Room upon unloading in the container.

4.3.7 For the FR2530, SK, SB, DER, ER-99 can be stored even not in the cold storage, but not outside of the building. It should be stored in a proper place as required by Health and Safety Procedures.

4.3.8 For storing of Resin Powder, Liquid and cut Fiber Cloth always monitor the status of its shelf life. Refer to the given guidelines & restriction memorandum of Quality Assurance Department.

4.3.9 Old stock must be put in front of new stock material item as required by First-In-First-Out principle.