

HEXATECH	PROJECT MANAGEMENT	Page 1 of 3
	Stock Control & Transfer Of Materials Procedure	Document Ref: PD-PRO-05

OBJECTIVE

To outline the procedure by which products stock are controlled and monitored at company store.

SCOPE

This procedure shall apply to products stored at company store for M&E projects.

REFERENCES

MS ISO 9001:2015 Clause 8.4.2

DEFINITIONS

Non-Stock Controlled Products – refers to M&E equipment.

Stock Controlled Products – refers to cables, conduits, cable trays, cable trunking, diffusers, etc.

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Activity	Responsibility	References
<pre> graph TD Start([Start]) --> Stock[Stock Controlled Products] Start --> NonStock[Non-Stock Controlled Products] NonStock --> 1((1)) Stock --> Review[Review Stock Card for quantity-in-hand of each product on a weekly basis] 1 --> Review Review --> Decision1{Is stock-in-hand below re-order level as stated on the Stock Card?} Decision1 -- No --> Review Decision1 -- Yes --> Requisition[Carry out requisition of products as per procedure] Requisition --> Receive[Receive product from supplier. Verify product by comparing Delivery Order (DO) against Purchase Order (PO) details] Receive --> Decision2{Is product acceptable?} Decision2 -- No --> Reject[Reject the product. Liaise with supplier for relevant action] Reject --> Receive Decision2 -- Yes --> Store[Store product stock and update Stock Card. Continue to monitor stock] Store --> Transfer[Where products are required for project use, transfer products to site as per procedure] Transfer --> End([End]) </pre>	<p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p>	<p>Stock Card</p> <p>Stock Card</p> <p>Delivery Order Purchase Order</p> <p>Stock Card</p>

Activity	Responsibility	References
<pre> graph TD Start((1)) --> A[Prepare and maintain master list for equipment owned by the company] A --> B[Monitor the location and / or personnel assigned to the equipment. Update on the master list accordingly] B --> C[Upon receive of materials for storage at company store, record on Material Log] C --> D[Carry out handling and storage of materials as per procedure. Store equipment at designed locations] D --> E[At specified frequency, check quantity and condition of products at store. Record status on the Plant Machinery and Equipment Log or Material Log. Report any damage, deterioration or loss to Store Manager for relevant action] E --> F[When product is required, check with store supervisor of product availability] F --> G{Is product available at store?} G -- No --> H[Inform Site Supervisor of non-availability of product] G -- Yes --> I[Transfer product to site as per procedure] H --> J[Update product released and other details on the Master Equipment List or Material Log] I --> J J --> K([End]) </pre>	<p>PM</p> <p>PM</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p> <p>Project Executive</p>	<p>Master Equipment List</p> <p>Master Equipment List</p> <p>Material Log</p> <p>Material Log</p> <p>Material Log</p> <p>Material Log</p> <p>Delivery Order Purchase Order</p> <p>Master Equipment List</p>