

HEXATECH	PROJECT MANAGEMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	<b>Customer Supplied Materials Handling Procedure</b>	Revision No.: 0		Document Ref: PD-PRO-06

Purpose:	To outline the procedures by which the materials supplied by the customer are received, monitored and handle for use in the M&E implementation process.
Scope:	This procedure shall be applicable to all M&E works engaged by the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 8.5.3

Step	Activity	Responsibility	Reference
1	<p><b><u>Responsibilities:</u></b></p> <p>(1) Project Manager (PM) shall be responsible to negotiate with the customer on the materials to be supplied by the customer to aid the M&amp;E engineering and implementation process.</p> <p>(2) Storekeeper (SK) or Project Supervisor (PS) is responsible to identify those materials supplied by the customer and record them into the Customer Supplied Materials List.</p> <p>(3) SK / PS shall monitor and handle all materials delivered by the customers and prepare such receipts for project installation use.</p>	<p>PM</p> <p>SK / PS</p> <p>SK / PS</p>	Customer Supplied Materials List
2	<p><b><u>Issuance of Customer Supplied Materials</u></b></p> <p>SK / PS shall record all issuance of Customer Supplied Materials to the project workers and ensure all such materials are properly accounted for. SK / PS shall comply to stock control and transfer of materials procedure by using bin stock cards, stock issue form and material transfer forms for all customer supplied materials.</p>	SK	Stock Control & Transfer of Materials Procedure

End