

# CALAMBA WATER DISTRICT

## TITLE: WAREHOUSE PROCESS



24/7 Public Service

DOC. NO. CWD-WHS-001

REVISION NO. 00

EFFECTIVE DATE: DEC 28, 2016

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### DOCUMENT HISTORY RECORD

DCN	REV. NO.	DATE REVISED	AUTHOR	REASON FOR REVISION
2016-12-020	00	N/A	Emmanuel T. Salvador	Initial Issue


### 1.0 PURPOSE

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- 1.1 To generate a documented information that shall be used as guidelines in doing proper transactions and handling of materials, tools and Equipment.
- 1.2 To define the system of stored materials, tools and equipment with proper labeling and segregation, in accordance with their use and characteristics.
- 1.3 To preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.

## 2.0 SCOPE

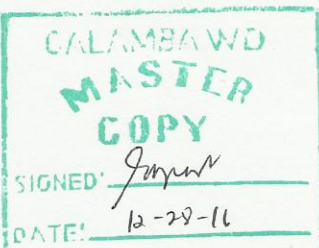
- 2.1 To receive, arrange, store, maintain, and dispatch of Tools and Equipment's of CALAMBA WATER DISTRICT this documented information covers from receiving, storage and handling of materials, tools, equipment, and project material at sites and warehouse.

## 3.0 RESPONSIBILITY

- 3.1 The General Services Division Manager is in-charge for the proper implementation of this documented information
- 3.2 The Property Supply/Officer and Warehouse Officer are responsible for proper storage and handling of construction materials, tools and equipment.
- 3.3 The Property Supply/Officer and Warehouse Officer are responsible in recommending disposal of scrap materials, tools and equipment thru Disposal Committee with the approval of General Manager.
- 3.4 The Property Supply/Officer and Warehouse Officer are responsible for the proper accounting and control of stored materials, tools and equipment issued for use in the different works disciplines.
- 3.5 The assigned Property/Supply Officer and Warehouse Officer are responsible in securing of materials, tools and equipment of the day to day project operations.
- 3.6 The Property Supply/Officer and Warehouse Officer are responsible for generating of Inventory report for quantity references.
- 3.7 External Service Provider in coordination of Property/Supply Officer and Warehouse Officer are responsible in securing, accounting and proper handling of their work items supplied, and shall provide storage for their supplied items.
- 3.8 The Property/Supply Officer and Warehouse Officer are responsible for the reporting of irregularities pertaining to stored materials, tools and equipment.

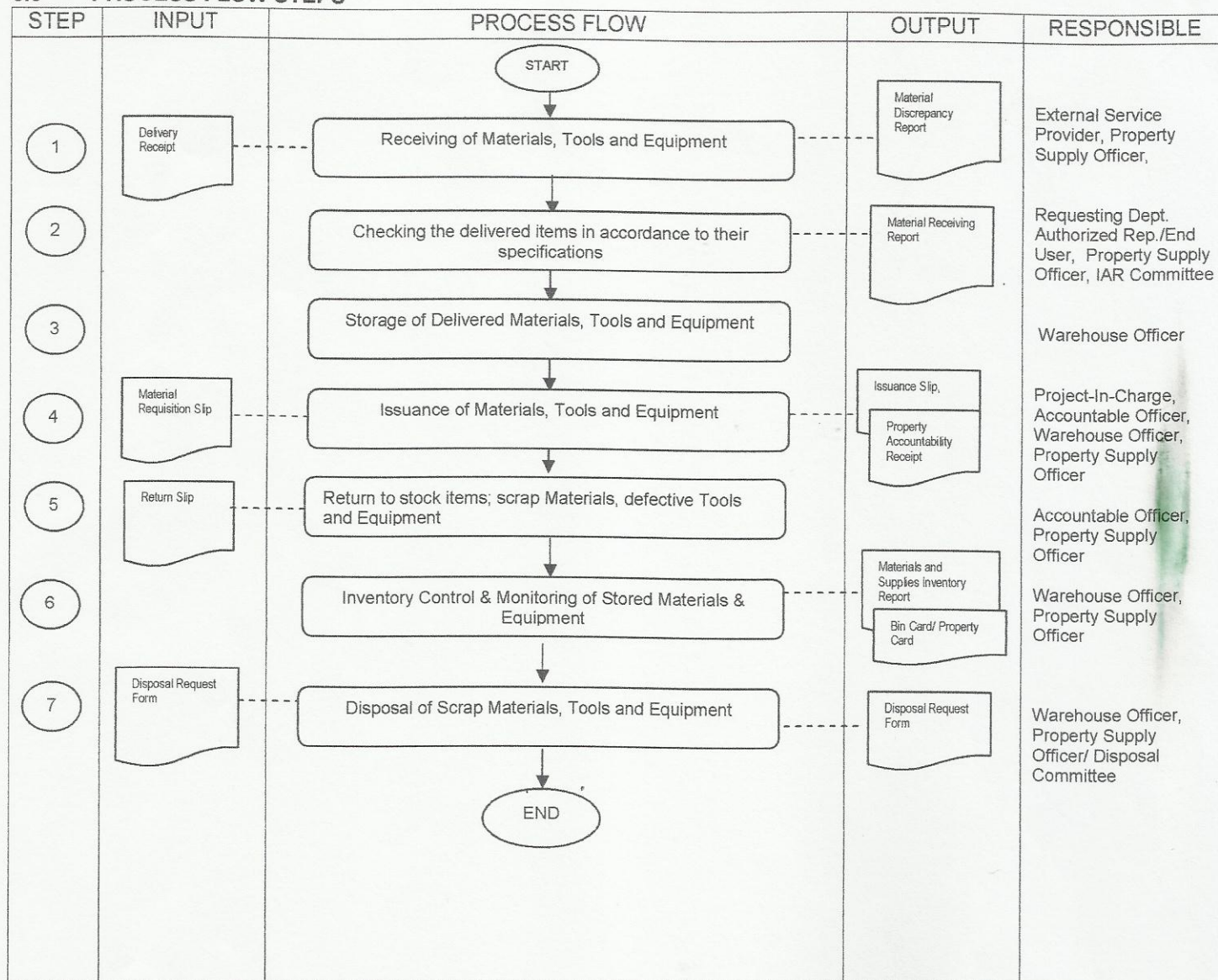
## 4.0 DEFINITIONS

- 4.1 Preservation - can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection
- 4.2 Warehousing – refers to the proper accounting, control, segregation, tagging, labeling and securing of materials on warehouse.
- 4.3 Bill of Quantities – refers to items of works and materials for costing / pricing.
- 4.4 Inventory Report – An itemized list of various materials, tools and equipment quantity on hand.

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### 5.0 PROCESS FLOW STEPS



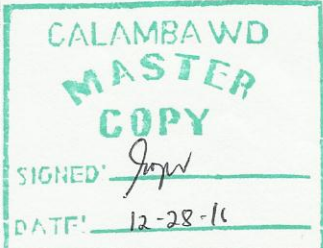
### 6.0 PROCESS DETAILS:

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- 6.1 Receiving of Materials, Tools and Equipment
  - 6.1.1 External Provider is in-charge on Delivery of Materials;
  - 6.1.2 The Property/Supply Officer/Warehouse Officer are in-charge in receiving of delivered items or materials.
  - 6.1.3 The Property/Supply Officer shall coordinate with the Requesting Dept. Authorized Representative/End User to check the delivered items in accordance to their specifications. In case of purchases thru public bidding the inspection and acceptance is performed by the assigned IAR Committee. If there is any discrepancy encountered between Purchase Order (P.O.) and Delivery Receipt (D.R.), the Property Supply Office shall report to Procurement Office using "Discrepancy Report Form" for verification purposes;
  - 6.1.4 If the item is correct, the Property/Supply Officer shall now receive the inspected items and store at warehouse; and preparation of corresponding Inspection and Acceptance Report shall follow.
  - 6.1.5 The Property/Supply Officer shall update the inventory receiving records, for the purpose of proper monitoring of stock materials, tools and equipment.
- 6.2 Pick-up of Materials, Tools and Equipment
  - 6.2.1 The Procurement Officer shall assign representative/s to pick-up purchased items, and to do the first inspection of purchased materials, tools and equipment;
  - 6.2.2 The Property/Supply Officer and End User/s are responsible for the second inspection of purchased materials, tools and equipment. If there is no discrepancy encountered between Purchase Order (P.O.) and Delivery Receipt (D.R.), the purchased items are now ready for acceptance and,
  - 6.2.3 The Warehouse shall update the inventory, for the purpose of proper monitoring of stock materials.
- 6.3 Storage of Delivered Materials, Tools and Equipment
  - 6.3.1 Ensures that the delivered supplied materials, tools and equipment are in proper location assigned by the Warehouse Officer.
  - 6.3.2 The delivered items shall have proper labeling for easy access/reference.
  - 6.3.3 Accurate, proper storage and handling of accepted procured materials, tools and equipment on site shall be implemented in accordance with this documented information.
  - 6.3.4 FIFO (First In, First Out) system shall be implemented in materials at warehouse storage.
    - 6.3.4.1 All stock items at the storage area are the first items to be issued upon request.
    - 6.3.4.2 If there is shortage encountered at the items being requested Purchasing shall now purchase the items to comply with needed quantity.
- 6.4 Storage and External Provider's Delivered Materials, Tools and Equipment
  - 6.4.1 Ensure accuracy of list of Materials and Equipment with those actually kept in custody, as well as in proper storage for easy retrieval and monitoring of the same
  - 6.4.2 Stores supplied items in appropriate locations as determined and maintained by the assigned Project-In-Charge.
  - 6.4.3 Accurate and proper storage and handling of accepted procured construction materials, tools & equipment on site shall be implemented in accordance with this documented information.
- 6.5 Issuance of Materials, Tools and Equipment
  - 6.5.1 Project-In-Charge is responsible for requesting of materials, tools and equipment on site, using Purchase Requisition Slip (PRS), intended for the Project;
  - 6.5.2 Requested materials, tools and equipment shall be forwarded to Warehouse Officer for checking purposes of the items availability;

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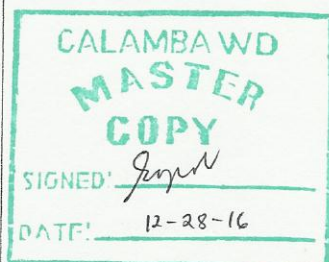
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- 6.5.3 After checking the items availability the Warehouse Officer shall forward the request thru the Requesting Project-In-Charge, the latter shall forward to the Procurement Head, if the items are not available the Procurement Head shall now ask for the quotation from the External Provider/s, for the purpose of approval by the General Manager. Once the quotation are approved the Procurement Head shall now prepare Purchase Order (P.O.), the External Provider/s shall now deliver the items at warehouse;
- 6.5.4 If the request materials disapproved by the General Manager, the Procurement Head shall return the request to the Project-In-Charge for his/her review;
- 6.5.5 And if the items are approved and available, the Warehouse Officer shall now prepare the requested items and *Issuance Slip* for issuance to the requestor or end-user/s; and
- Tools and equipment issued shall be accompanied by Property Accountability Receipts and property number attached to its body. A Memorandum Receipts is issued by Warehouse Officer for small tangible supplies/items such as calculator, stapler, tables, laboratory supplies item such as test tubes, beaker, and the like for control and monitoring.
- 6.5.6 The Property/Supply Officer and Warehouse Officer shall now update the inventory records, for the purpose of proper monitoring of stock materials.
- 6.6 Return of Materials, Tools and Equipment
- 6.6.1 The Project Manager shall fill-up the *Return Slip Form (RS)*;
- 6.6.2 The unused materials from site shall be delivered to Head Office subjected for inspection by the Warehouse In-charge. If there is any discrepancy encountered between Return Slip (RS), and actual counting the Warehouse In-charge shall make Receiving Discrepancy Report (RDS) to be submitted to Project-In-Charge for verification;
- 6.6.3 If there is no any discrepancy encountered between *Return Slip (RS)* and actual counting, the items shall be subjected for segregation, labeling and inspection.
- 6.6.4 The Warehouse Officer shall now update the inventory records, for the purpose of proper monitoring of stock materials, tools and equipment.
- 6.7 Disposal of Scrap Materials, Tools and Equipment
- 6.7.1 Warehouse Officer is responsible in generating list of materials & tools that is subject for disposal using Disposal Request Form (DRF);
- 6.7.2 The Warehouse Officer, Property Supply Officer in coordination w/ the Disposal Committee concerned is in-charge for checking of the materials, tools, and equipment which is subject for disposal;
- 6.7.3 Submits and discuss the Master List to GM for further review and final disposition.
- 6.7.4 After the approval of GM endorse approved Master List with final disposition to Procurement personnel for auction/s.
- 6.7.5 The Representative/s of Disposal Committee shall properly dispose of all Unserviceable Construction Equipment, tools and scrap materials subject for the approval of General Manager.
- 6.7.6 The scrap materials or defective tools is either for delivery or for pick-up, it shall depend upon the agreement between the Procurement section and the purchaser.

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- 6.8 Inventory Control & Monitoring of Stored Materials & Equipment
  - 6.8.1 Performs physical inventory of stored materials, tools and equipment and compare to the actual quantity of items with the *Bin Card*.
  - 6.8.2 Prepares Discrepancy Report for any discrepancy encountered between the *Bin Card* and actual physical count of materials, tools or equipment.
  - 6.8.3 Reviews and confirms MDR prior to submission to Project-In-Charge and Procurement Head.
  - 6.8.4 Reviews, evaluates, investigates and validates submitted MDR.
  - 6.8.5 Discusses with assign Project-In-Charge and Property Supply Officer and together generates corrective and preventive actions to address the encountered problems to be submitted to General Manager.
  - 6.8.6 Implements appropriate actions to the reported discrepancy.

## 7.0 RECORDS RETENTION

- 7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy/Controlled Copy.
- 7.2 Inactive/Archival Retention – shall be kept for active one (1) year or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Copy".

## 8.0 REFERENCE DOCUMENTS

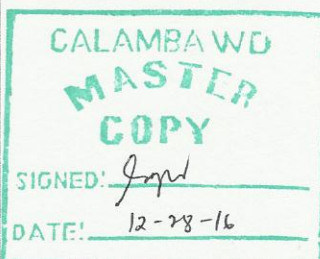
- 4.1 ISO 9001:2015 QMS Standard
- 4.2 QMS Manual
- 4.3 Approved Bill of Quantities.
- 4.4 Statutory and Regulatory Requirements.

## 9.0 ATTACHMENTS


- 9.1 Material Discrepancy Report Form
- 9.2 Issuance Slip
- 9.3 Borrower's Log (Tools & Equipment)
- 9.4 Return Slip
- 9.5 Stock Card
- 9.6 Disposal Request Form
- 9.7 Materials Inventory Report
- 9.8 Tools Inventory

## 10.0 DISTRIBUTION LIST

**Note 1: Select Relevant Recipient to Appear in below List.**

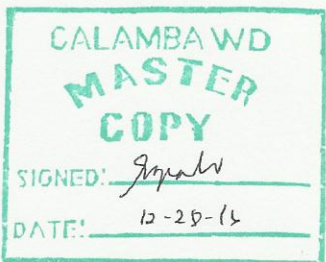
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3	Commercial
4	Engineering
5	ADM Purchasing
6	ADM Warehouse
7	ADM Motor pool
8	Laboratory (Quality Control Division)
9	ADM HR
10	Finance
11	Production

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