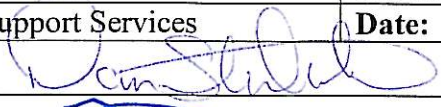



Standard Operating Procedure (SOP)
Warehouse Parts Inventory

SOP No.	AS-0107	Revision:	0
Department:	Admin. Support Services	Date:	8/1/12
Dept. Head Approval:			
Director Approval:			

Purpose: The purpose of this SOP is to ensure all warehouse parts are inventoried, counted and verified in TMA for all West Virginia University warehouses using the ABC methodology. Accurate inventory numbers for existing on hand parts will lead to a more efficient use of the warehouse. Counting a small subset of parts daily should reduce the error rate compared to counting all parts in a single day.

Scope: The scope of this work is to perform accurate counting of all parts located in all WVU warehouses, maintain inventory, reorder inventory as required in a timely manner, verify on hand inventory of parts in TMA, determine and ensure all parts required for planned maintenance are available as required.

Responsibility: Main Warehouse Operations Manager, Shop Operations Managers, Warehouse personnel as assigned.

Procedure:

Warehouse personnel, as designated by the Warehouse Operations Manager, will be responsible for counting and recording inventory levels of warehouse parts as assigned. A daily schedule and forms will be provided by the Warehouse Operations Manager. All warehouse parts will be counted according to levels. Level I will be counted once per month, Level II will be counted once every 3 months and Level III will be counted once every 6 months. Levels are determined by part usage.

Warehouse personnel, as designated by the Warehouse Operations Manager, will verify counts with TMA and if necessary make any adjustments in TMA. Any part count that has a discrepancy of over 10% or \$200.00 should be recounted prior to any adjustment being made.