

BACHMAN MACHINE COMPANY  GENERAL INSTRUCTIONS		DATE: 05/11/06	PAGE 1 OF 2
	PREPARED BY: SHIP/REC. SUPR.	REVISION: B	GI-M6
TITLE: INVENTORY TRACKING OF PARTS			

## 1.0 PURPOSE

The purpose of this instruction is to describe our tracking of inventory from the time it is run until it is shipped.

## 2.0 SCOPE

This instruction applies to all parts run by BMC Production.

## 3.0 RESPONSIBILITY

The shipping/receiving department is primarily responsible for this instruction.

## 4.0 DEFINITIONS

N/A

## 5.0 REFERENCE DOCUMENTS

N/A

## 6.0 PROCEDURE (See Figure 1 attached)

1. Parts are produced, by the production department, to an economical quantity run and manageable inventory levels to optimize inventory turns.
2. Upon filling a container, or finishing a job, the container will be labeled with job information and quantity.
3. If any parts are found defective, the control of the container is turned over to the Q.A. department.
4. At the end of the job, or the shift, the operator will put the shift's total into the Syteline system when clocking out (or onto another job).

5. Parts are then brought out to the shipping area and the shipping/receiving department is alerted that the parts are in the staging area. (Except for parts off the tapper & welder which go to their regular storage area).
6. It is then determined if an outside service is needed.
7. If an outside service is needed, the parts are dock audited going out and coming back. If they are o.k., they are returned to the staging area.
8. Parts are then made ready to ship by re-packing them and/or counting to verify the quantity.
9. New labels are then applied, for ease of identification and count, and the shipment date is determined by checking the shipping schedule.
10. Depending on when the parts are due, the shipping/receiving clerk decides where to store the parts until that time. If they are to be at BMC more than a day or two, they will be stored with other parts going to the same destination for ease of locating. If they are to go out the same day, or next, they will be returned to the staging area.
11. At time of shipment, the oldest parts of the current revision level are shipped to insure the rotation of inventory.