	Claims Inventory Monitoring Policies and Procedures		Document Number: 2P-SS-01.07
	Department: Claims	Effective Date: January 22, 2021	Revision No 2

Scope

This document covers the policies and procedures of monitoring of claims inventory from RUD to actual turn-over, selling, destruction and give away.

Definition of terms:

CIR - Incident Report, being used to document the transaction that have the irregularities.

RUD - Rejected Upon Delivery due to improper handling of cargoes, damage items, not in purchase order, and etc.


Policies:

1. Claims Coordinator must submit the irregularity report to Claims Department (MNL) in every transactions.
2. All rejected upon deliveries (RUD) must be monitored and qualified for claims from operations to turn-over to claims department.
7 days for Consumable items and indicates the expiry dates.
15 days for Non-Consumable items
3. All irregularities that subject to claims with complete documents must be added in the warehouse inventory file (excel).

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled


	<h1>Claims Inventory Monitoring</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-01.07
	Department: Claims	Effective Date: January 22, 2021	Revision No 2

- Claim Letter
 - Photo copy of HWB# and PWB#
 - Photocopy of Commercial Invoice/ Sales Invoice.
 - F2 Incident Report
 - Photographs
4. All claims items must be stored in assigned designated area inside the warehouse.
 5. All Consumable and Non-consumable items must be separated in the warehouse
 6. Claims Coordinator must submit a price proposal to Claims Assistant for the selling of claims items.
 7. All near expiry dates claims items must be prioritized and have an adjustment price
 8. Claims Assistant must check all the items near expiry, sales invoice, and condition of the claims items and submit the price for approval for the selling of the claims items.
 9. Claims items must be properly stored and jack wrap after selling activity.
 10. All claims item that were sold from Salvage Proceeds File with reconciliation with Finance must be encoded and deducted from quantity and amount of the claims items in the warehouse inventory file (excel).

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled


	<h1>Claims Inventory Monitoring</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-01.07
	Department: Claims	Effective Date: January 22, 2021	Revision No 2

11. All claims coordinator and claims assistant must check all their claims item in their warehouses.
12. In case of absence of assigned personnel in Claims Department, Operations Team to include Claims Inventory Monitoring activity in operations work load rotations, if necessary.
13. All claims items that subject for disposal must submit the claims disposal form with actual inventory signed by:
 - President/ CEO
 - SVP- CRO/CFO
 - AVP for AUDIT
 - MMD Manager
 - Claims Manager
14. All claims items that will be given for give aways must submit an approved MJOR signed by:
 - President/ CEO
 - SVP, CFO/ CRO
 - BU HEAD

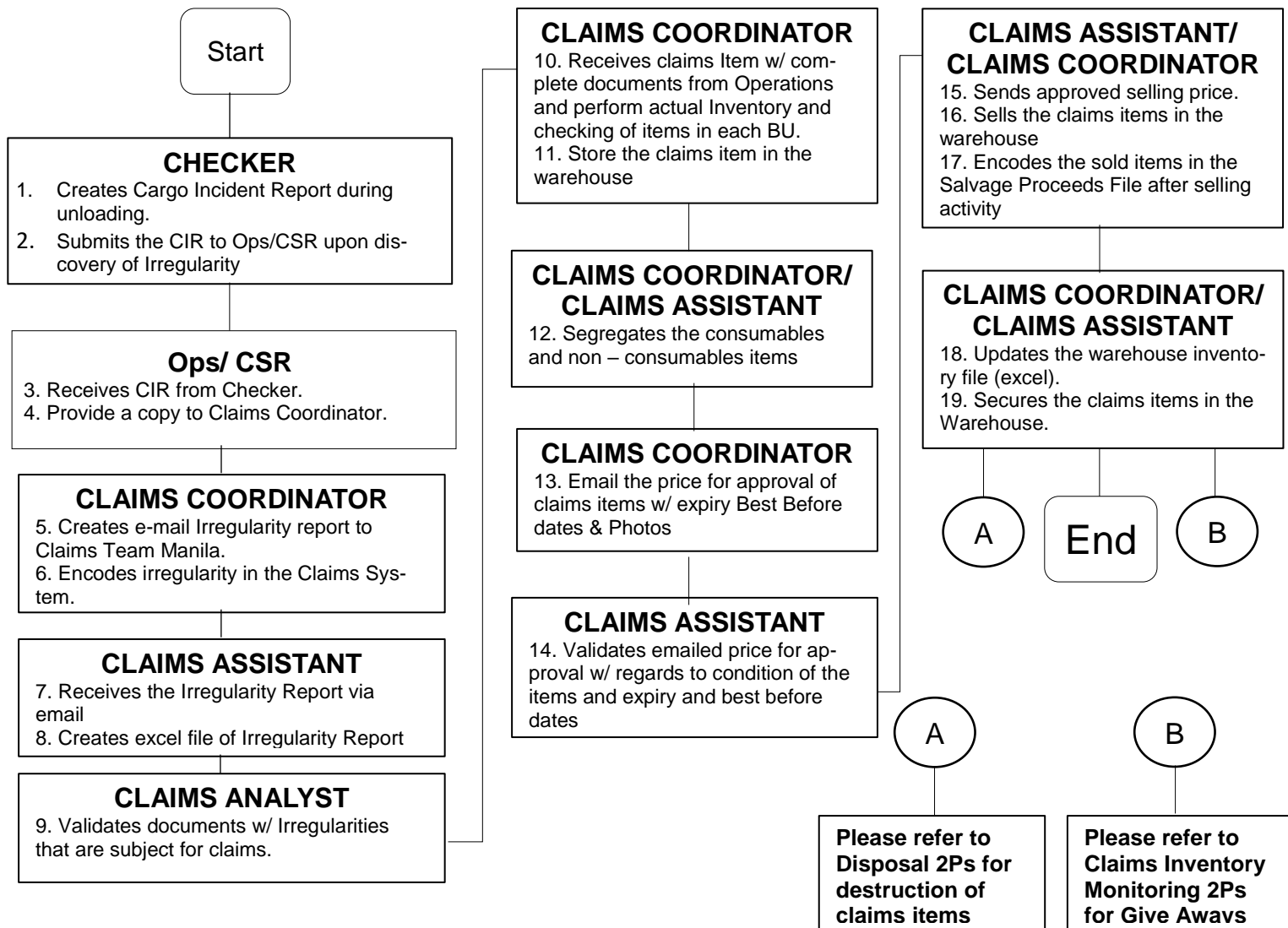
DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1>Claims Inventory Monitoring</h1> <h2>Policies and Procedures</h2>	Document Number: 2P-SS-01.07
	Department: Claims	Effective Date: January 22, 2021 Revision No 2

Procedures



DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled