	<h1>Parts Requisition</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-04.01
	Department: Fleet Management	Effective Date: November 16, 2022	Revision No 3

Scope

This document covers the policies and procedures in requisition, approval, issuance and monitoring of parts.

Definition of Terms

Purchase Request (PR) System – system being used to request purchase of any item through Materials Management Department (MMD)

Materials Request and Issuance Form (MRIF) – official form used when releasing parts from the stock room.

Equipment Inspection Report (EIR) – form being used to document the complaint of the driver on the equipment and the inspection and repair done by the mechanic.


Ownership

The Fleet Management Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

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Policies

1. Only parts that are approved for requisition based on Equipment Inspection report (EIR) shall be issued to the mechanic.
2. All parts issued shall be logged in the Materials Request and Issuance Sheet.
3. Stock Inventory Monitoring file shall be updated on a weekly basis based on:
 - Purchase Requisition (PR) System
 - Delivery Receipt/Sales or Charge Invoice/Receiving Report
 - MRIF
4. Fast moving parts shall be identified and regularly reviewed, including their minimum stocking quantity
5. Only the parts that comply with specifications shall be received from suppliers.
6. Materials for disposal shall be endorsed to Material Management Department monthly through Asset Disposal Form.

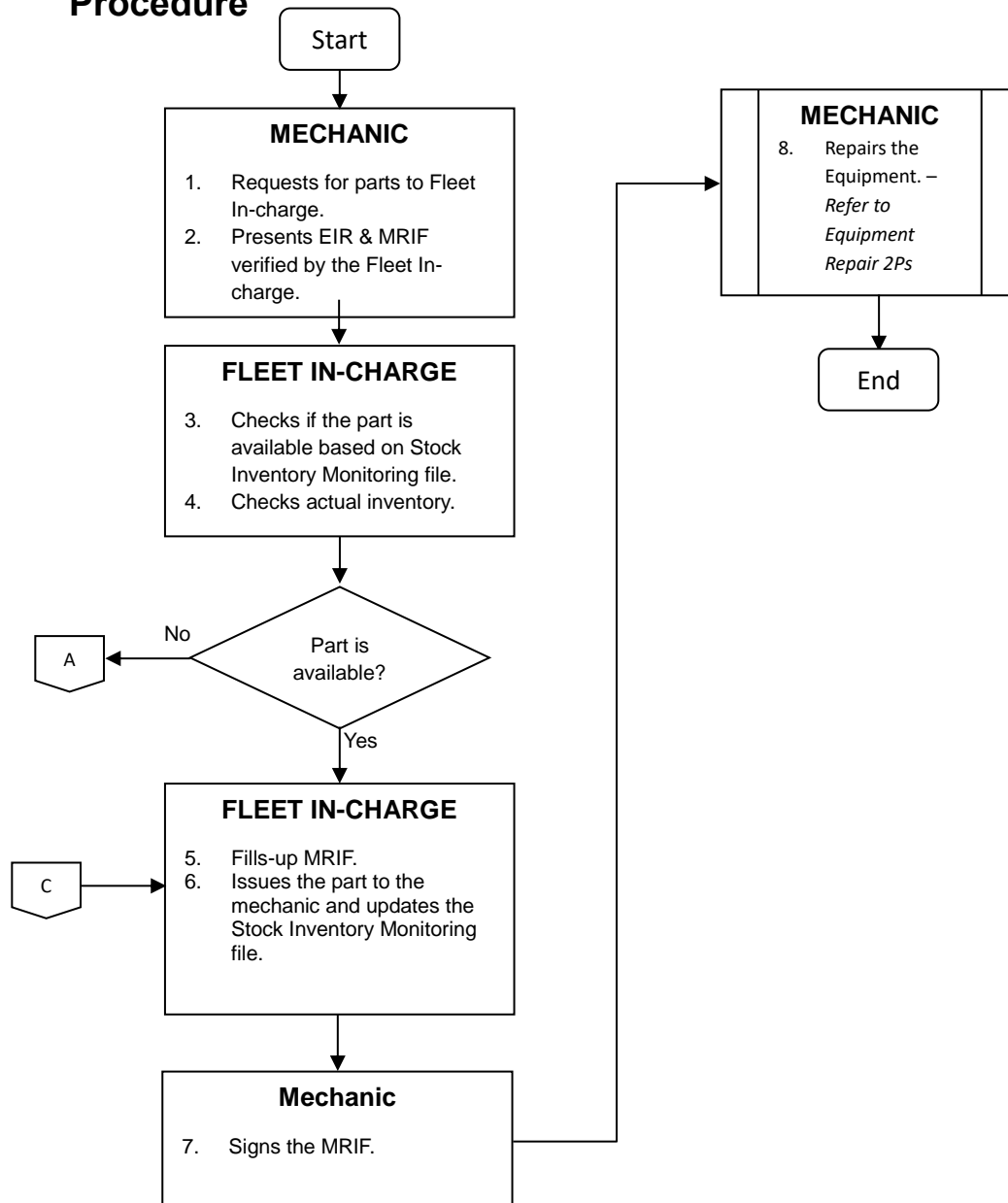
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Procedure

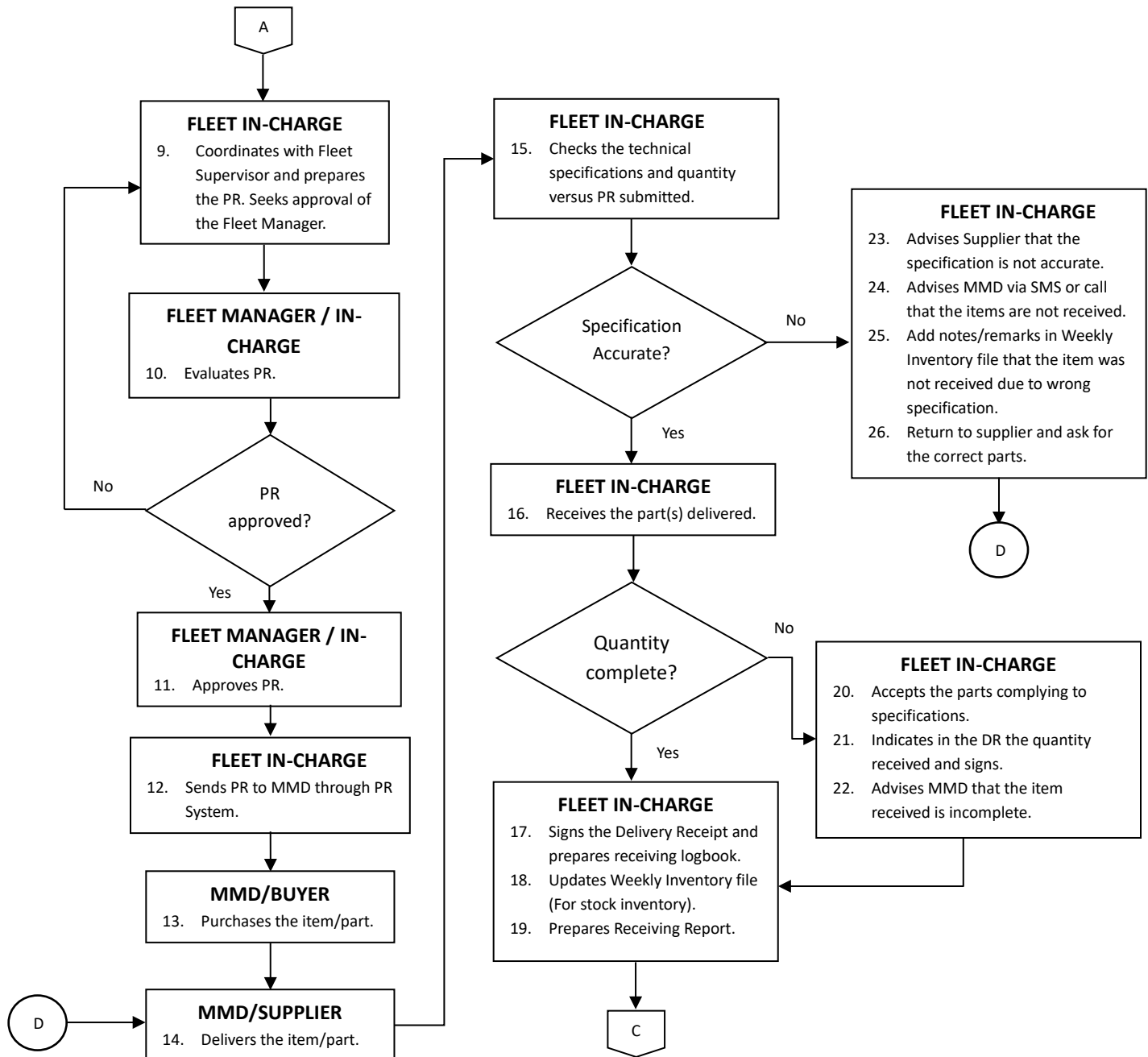


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