Warehouse Management Procedural Flow Chart

Job Ordering & Fulfillment

Daily:
Table-top meetings, stretching, safety and other permitting as required.

Form list and match against existing inventory. Create pick list for items available and in stock.

From original list order all remaining items which need to be purchased or rented.

Track Materials & Equipment moved from one job to another.

Inventory Management

Keep updated inventory list on

As items get picked from stock, note changes to inventory.

Form list of MTE sent out with each crew.

Upon material receipt, all material shall be checked for order accuracy and non-conformances. One of the following shall be performed with non-conformances:
Eliminate the non-conformance
Acceptance by customer
Prevent original use or application
Record all non-conformances and actions taken. Determine and document cause of non-conformance and review.

Ship MTE to job site as necessary.

Tool and Equipment Maintenance

Receive all TE from field and restock.

Red tag equipment in need of repair

Repair equipment, arrange repair or dispose of and remove from inventory.