

R3305:

Parts Storage Regulation

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① Purpose of R3305

Purpose:

- To establish the way to store or handle parts in order to maintain quality, to avoid improper use, and to control quantity.



II. Definition of Terms

1. Parts



- The term of “**Parts**” refers to **purchased goods, in-house goods in process, or indirect materials**, all of which are used for assembly, processing, supply, or replacement.

2. Storage



- The term of “**Storage**” refers to **temporary storage at a warehouse or a production process area store** (storage yard for finished products within the production process area).

III. Storage Location



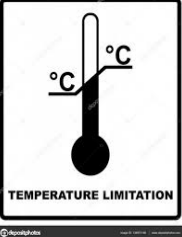
3.1 Setting of Storage Location

Item No.	Activity	Details
1	Securing of sufficient largeness 	→ Secure a location large enough to store all parts, considering the number of parts accounts, style of packaging, purchased lots, inventory quantity required, type of parts, and lot size.
2	Identification of each part 	→ Arrange the storage location to allow easy identification of each part. Basically, segregate and store parts by part type (part number). Be careful not to confuse similar-looking parts.

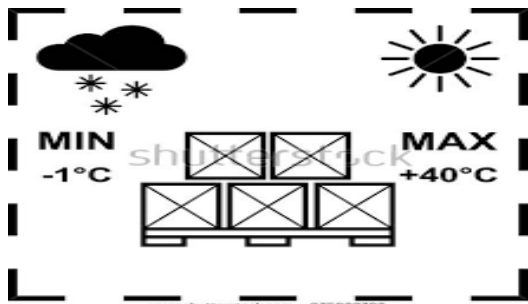
III. Storage Location

Item No.	Activity	Details
3	Identification of inspection status 	→ Organize the storage location to sort out the status of inspection (inspected or uninspected), the result of inspection (pass or fail), and the status of acceptance (accepted or waitlisted). If it is impossible, add the identification information above to each part.
4	Identification of customer-supplied parts 	→ As for customer-supplied parts, secure a storage location to completely differentiate them from in-house made parts. If it is impossible, add the identification information above to each part. If there are instructions for storage given by customers, follow the instructions.

III. Storage Location

Item No.	Activity	Details
5	Placement 	→ Make it possible to implement the first-in first-out inventory rotation.
6	Number of stacks 	→ When stacking parts in layers, set the number of stacks in consideration of the strength of parts/packages.
7	Temperature and humidity for storage 	→ Select a location where proper temperature and humidity can be kept to maintain parts quality.

III. Storage Location

Item No.	Activity	Details
8	<div>Heat and direct sunlight</div> 	→ Avoid a location exposed to heat or direct sunlight.
9	<div>Others</div>	→ Avoid a location with harmful effects on quality, such as a place near medicines or air conditioner.

3.2 Display of Storage location

- Name, scope, and part types in the area shall be decided and displayed with signboards.

3.3 Change/Removal of Storage location

New Establishment	→ When new parts are added, managers shall establish a new storage location for them.
Change	→ When changing the location to store parts, managers shall change the display , such as signs, and transfer the parts promptly.

III. Storage Location

Removal	→ When the storage location becomes unnecessary due to disuse of parts, managers shall do the same thing as in the case of “Change.”
Temporary Storage Area	→ When it is difficult to carry parts into the designated area due to lack of space, a temporary storage location is allowed to be set.

4.1 Indication on Parts

→ Display the following information on stored parts.

Part Code/ Part Name	→ Display the code and name of each part .
Delivery Date	→ Display the delivery date of each part .
Quantity	→ Control the quantity of inventory by displaying the quantity of each part by box or bundle and by using inventory books, barcode systems, etc.
Attached Document	→ If a document such as Quality Information Sheet (Yellow card) is attached to identify parts, display the information clearly.

V. Transfer (Carry-in/Carry-out) of Parts

4.2 Cautions for Storage

Cautions for the transfer of parts.

Identification of persons in charge	→ Only those who have approval from managers can carry parts into or out of the storage location.
Carry-in	→ The person in charge shall promptly carry inspected and approved parts into the designated storage location.
Carry-out	→ The person in charge shall carry out parts in a numerically effective way based on the first-in/first-out policy, while confirming the destination and quantity according to various directions.

6.1 Procedures for Accidents and Quality Defects

- Possibility of damage or quality deterioration must be promptly reported to each manager, and appropriate measures such as re-inspection must be taken.

6.2 Procedures for Accidents and Quality Defects of Customer-Supplied Goods

- If a se where the exemption from report is allowed by defect is detected in customer-supplied goods, it must be reported to customers. However, this shall not apply to the cacontract, etc.

6.3 Parts Requiring Special Treatment

➤ Parts that require special cares for storage or handling, the person in charge must:

- (1) clarify their related parts,*
- (2) write down cautions for storage and handling, methods and frequency of quality confirmation if necessary, and the records, and*
- (3) have them implemented thoroughly.*



7.1 Physical Inventory Check

- Physical inventory shall be conducted in accordance with **“R1204 Group Accounting Policy”** and **“R1204-1 Group Accounting Policy Operation Manual.”** to control quantity and to confirm the conditions of the storage location and the storage method.

7.2 Immovable Inventory Control

- Parts that stay in the storage location for over one year must be organized regularly, judging the necessity of storing them from the future production plans, etc.

7.3 Inventory Policy

- Parts inventory must be always minimized, from the perspectives of quality maintenance, effectiveness of carry-in/carry-out, effective use of factory space, and functional allocation of resources.





THANK you!