	GUIDELINES	DOC NO.	BMI-GL-OPS-001
	GOIDELINES	REV NO.	00
Biosite MEDICAL INSTRUMENTS	TITLE Warehouse Mapping	EFFECTIVE DATE	January 30, 2025
Prepared by:	Reviewed by:	Approved b	py: /].
Anna Marice E Boyose	Renelyn Y. Penano, RPh	Kathle	er D. Reyes, MHM, DBA
Information Security Associate	Regulatory Pharmacist	0	ef Operating Officer

1. PURPOSE

The purpose of establishing warehouse mapping is to enhance efficiency, organization, and accuracy in inventory management. A well-structured warehouse layout ensures optimal space utilization, minimizes retrieval time, and supports streamlined logistics and operational workflow.

2. SCOPE

These guidelines apply to all employee involved in warehouse operations, inventory management, logistics, and supply chain coordination. It is essential for warehouse staff, supervisors, and management to adhere to these mapping principles to maintain consistency and accuracy.

3. WAREHOUSE MAPPING

3.1. Zoning and Area Allocation

- 3.1.1. Receiving Area: Designated space for incoming shipments, including verification and inspection stations.
- 3.1.2. **Storage Zones:** Categorized based on inventory type, such as raw materials, finished goods, hazardous materials, or perishable items.
- 3.1.3. **Picking and Packing Areas:** Dedicated sections for order processing, packaging, and dispatch preparation.
- 3.1.4. **Returns and Quality Control:** Specific space for handling returned goods and quality assessment before reintegration into stock.
- 3.1.5. Long-Term Storage (15+ Days): Reserved for slow-moving items or bulk inventory that does not require frequent access.
- 3.1.6. Short-Term Storage (8–14 Days): Used for medium-turnover items that are expected to be dispatched within two weeks.
- 3.1.7. Transient Storage (1–7 Days): Allocated for fast-moving goods, high-priority shipments, or frequently replenished stock.

3.2. Aisle and Rack Numbering System

- 3.2.1. Assign unique codes to aisles, racks, shelves, and bins to enable easy navigation.
- 3.2.2. Use standardized labeling that is visible and durable to withstand warehouse conditions.
- 3.2.3. Implement a barcode system for automated tracking and accuracy.

3.3. Flow Optimization

- 3.3.1. Ensure a logical flow from receiving to storage, picking, and dispatch to minimize congestion and improve efficiency.
- 3.3.2. Implement a one-way traffic system where necessary to avoid delays and enhance safety.

3.4. Safety and Compliance

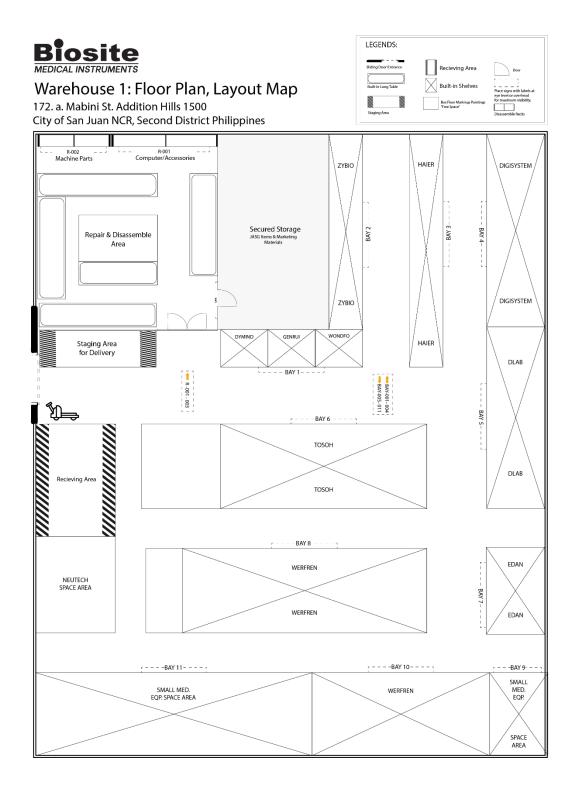
- 3.4.1. Maintain clear emergency exits and designated pathways for forklifts and personnel.
- 3.4.2. Adhere to fire safety regulations, weight capacity limits, and hazardous material storage guidelines.
- 3.4.3. Ensure that heavy or frequently accessed items are stored in lower racks for safe handling

4. UPDATING AND MAINTENANCE

- 4.1. Regularly review and update the warehouse map to reflect changes in inventory, storage structures, or operational needs.
- 4.2. Any modifications should be communicated to all relevant personnel to ensure seamless adoption.
- 4.3. Training sessions should be conducted for new employees to familiarize them with the warehouse mapping system.

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Information Security Associate	Regulatory Pharmacist	C	hief Gerating Officer

Appendix A: Warehouse 1 - Mabini Warehouse



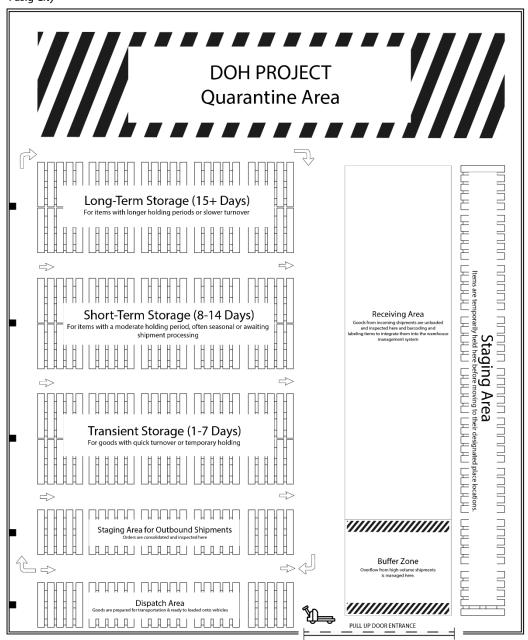
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Information Security Associate	Regulatory Pharmacist	C	Chief Operating Officer

Appendix A: Warehouse 2 - C. Raymundo, Pasig Warehouse



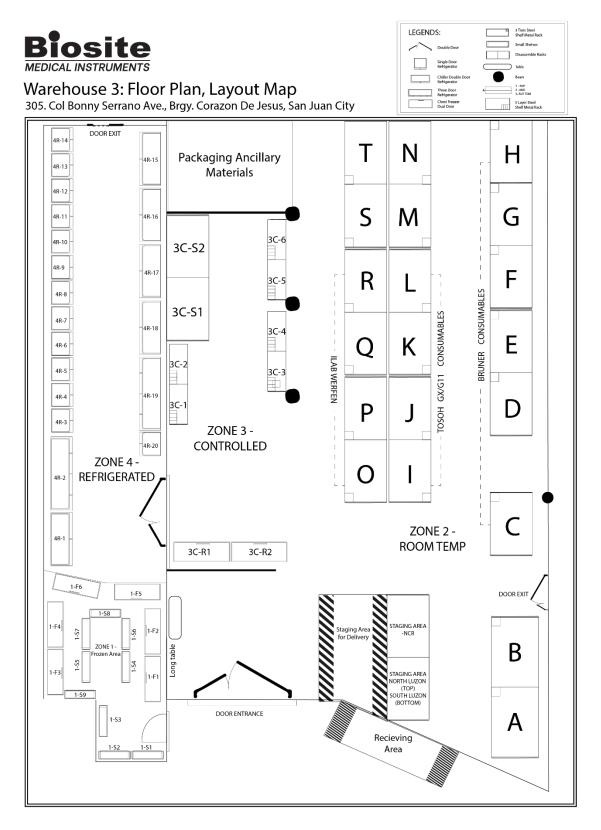
Warehouse 2: Floor Plan, Layout Map 613 Glorietta St. C Reymundo Ave. Barangay Caniogan, Pasig City





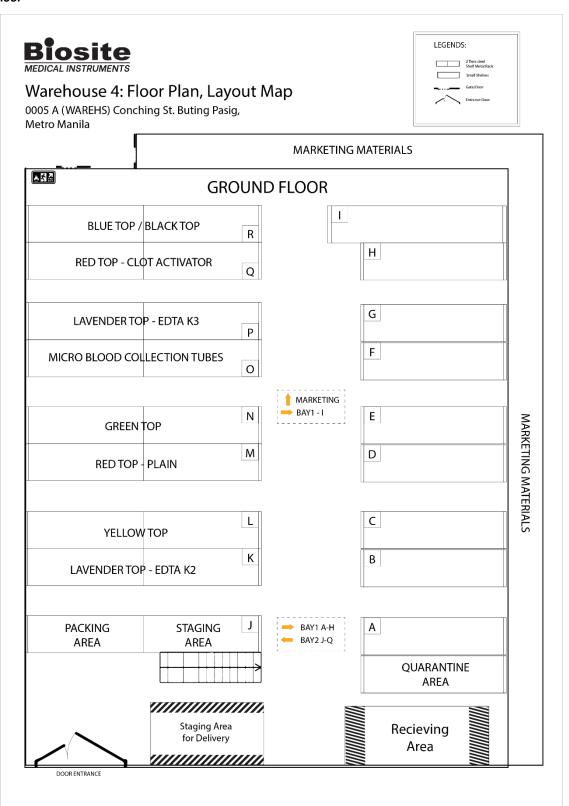
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Information Security Associate	Regulatory Pharmacist	C	Chief Or erating Officer

Appendix A: Warehouse 3 - San Juan Warehouse



	GUIDELINES	DOC NO. REV NO.	BMI-GL-OPS-001
Biosite	TITLE	EFFECTIVE	00
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Prepared by:	Reviewed by:	Approved b	y:
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Information Security Associate	Regulatory Pharmacist	С	hief Operating Officer

Appendix A: Warehouse 4 – Buting Warehouse Ground Floor



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Information Security Associate	Regulatory Pharmacist	C	hief pperating Officer

Appendix A: Warehouse 4 - Buting Warehouse 2nd Floor

SECONE) FLOOR
S	VTM
URINE CONTAINER (Blue, 120mL)	VTM
URINE CONTAINER (Red, 60 mL)	Н
URINE CONTAINER (Yellow, 60 mL)	G VTM
URINE CONTAINER (Blue, 50 mL)	VTM F
URINE CONTAINER (Green, 50 mL)	E
T T	П
BRUNER ABG SYRINGE 3mL	VTM/ CITOTEST D PARAFFIN WAX
BRUNER ABG SYRINGE 1mL	LATEX EXAM C GLOVES
BRUNNER CAPILLARY ABG BRUNER HEMOSTATIC BANDAGES K	B NITRILE EXAM GLOVES A SURGICAL GLOVES

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Information Security Associate	Regulatory Pharmacist	С	hief Operating Officer

Appendix A: Warehouse 4 Buting Warehouse 3rd Floor

MULTI FUNCTION RACKS S PETRI DISH AUTOCLAVE BAG HISTOLOGY CONTAINER BRUNER FILTER TIPS BRUNER FILTER TIPS O BRUNER FILTER TIPS O SAFETY BOX SL SANSURE REACTION TUBE CARR DUNHAME IV CANNULA DUNHAME INSULIN SYRI H DUNHAME ISO GOWN G DUNHAME COVERALL DUNHAME SHOE COVERALL DUNHAME SHOE COVERALL DUNHAME N95 MASK DUNHAME N95 MASK		THIRD I	FLOOR	
AUTOCLAVE BAG Q HISTOLOGY CONTAINER P DUNHAME INSULIN SYRI H DUNHAME ISO GOWN G DUNHAME COVERALL DUNHAME COVERALL DUNHAME CLIP CAP DUNHAME SHOE COVER F DUNHAME N95 MASK			CANCURE PEACTION	TUBE CARRIER
H HISTOLOGY CONTAINER P DUNHAME ISO GOWN G DUNHAME COVERALL DUNHAME CLIP CAP DUNHAME SHOE COVER F DUNHAME SHOE COVER DUNHAME N95 MASK	PETR	I DISH		V
BRUNER FILTER TIPS BRUNER FILTER TIPS DUNHAME CLIP CAP DUNHAME SHOE COVER DUNHAME N95 MASK	AUTOCLA			ISULIN SYRINGE
BRUNER FILTER TIPS O BRUNER FILTER TIPS DUNHAME SHOE COVER DUNHAME N95 MASK	HISTOLOGY		DUNHAME CO	
BRUNER FILTER TIPS DUNHAME N95 MASK	BRUNER F	LTER TIPS	DUNHAME	
N E Botta name (at 35 minus)	BRUNER F		DUNHAME	
BRUNER PIPETTE TIPS M D D D D D D D D D D D D	BRUNER PI		FACEMASK	/IEDICAL
BRUNER SPUTUM CONTAINER L DUNHAME INSULIN C SYRINGE	BRUNER SPUTU			NSULIN
BRUNER STOOL CONTAINER K BAY1 A-H BAY2 J-Q B DUNHAME DISPOSABL SYRINGE 5mL, 10mL A DUNHAME DISPOSABL SYRINGE 1mL, 3mL	BRUNER STOOI	CONTAINER	B DUNHAME BAY2 J-Q A DUNHAME	DISPOSABLE

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Information Security Associate	Regulatory Pharmacist	C	hief Operating Officer

Appendix A: Warehouse 4- Buting Warehouse 4th Floor

FOURTH	FLOOR	
S	J	
R		1
Q		H
O N		F
M		D
K	⇒ BAY1 A-H ← BAY2 J-Q	B