
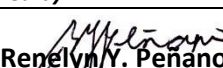
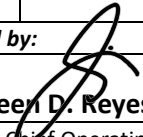
	GUIDELINES		DOC NO.	BMI-GL-OPS-001
	TITLE		REV NO.	00
	Warehouse Mapping		EFFECTIVE DATE	January 30, 2025
Prepared by:	Reviewed by:	Approved by:		
 Anna Marice E Boyose	 Renelyn Y. Peñano, RPh	 Kathleen D. Reyes, MHM, DBA		
Information Security Associate	Regulatory Pharmacist	Chief Operating Officer		

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



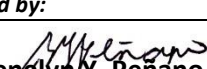
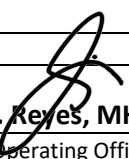
- 3.3.1. Ensure a logical flow from receiving to storage, picking, and dispatch to minimize congestion and improve efficiency.
- 3.3.2. Implement a one-way traffic system where necessary to avoid delays and enhance safety.

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.

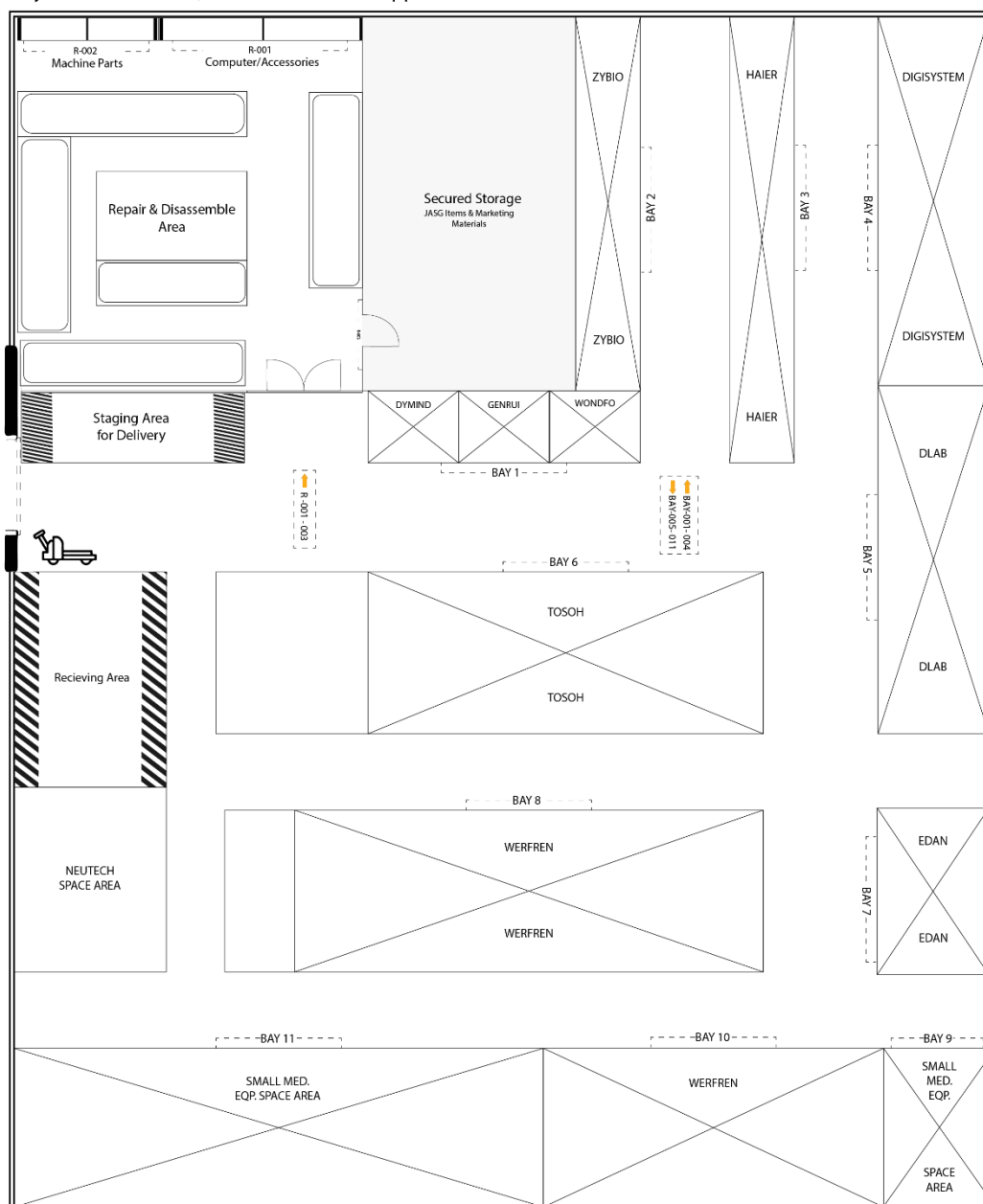
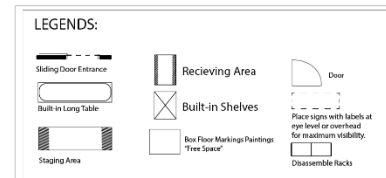
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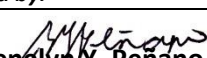
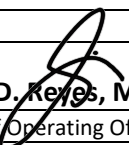
Appendix A: Warehouse 1 – Mabini Warehouse



Warehouse 1: Floor Plan, Layout Map

172. a. Mabini St. Addition Hills 1500
City of San Juan NCR, Second District Philippines

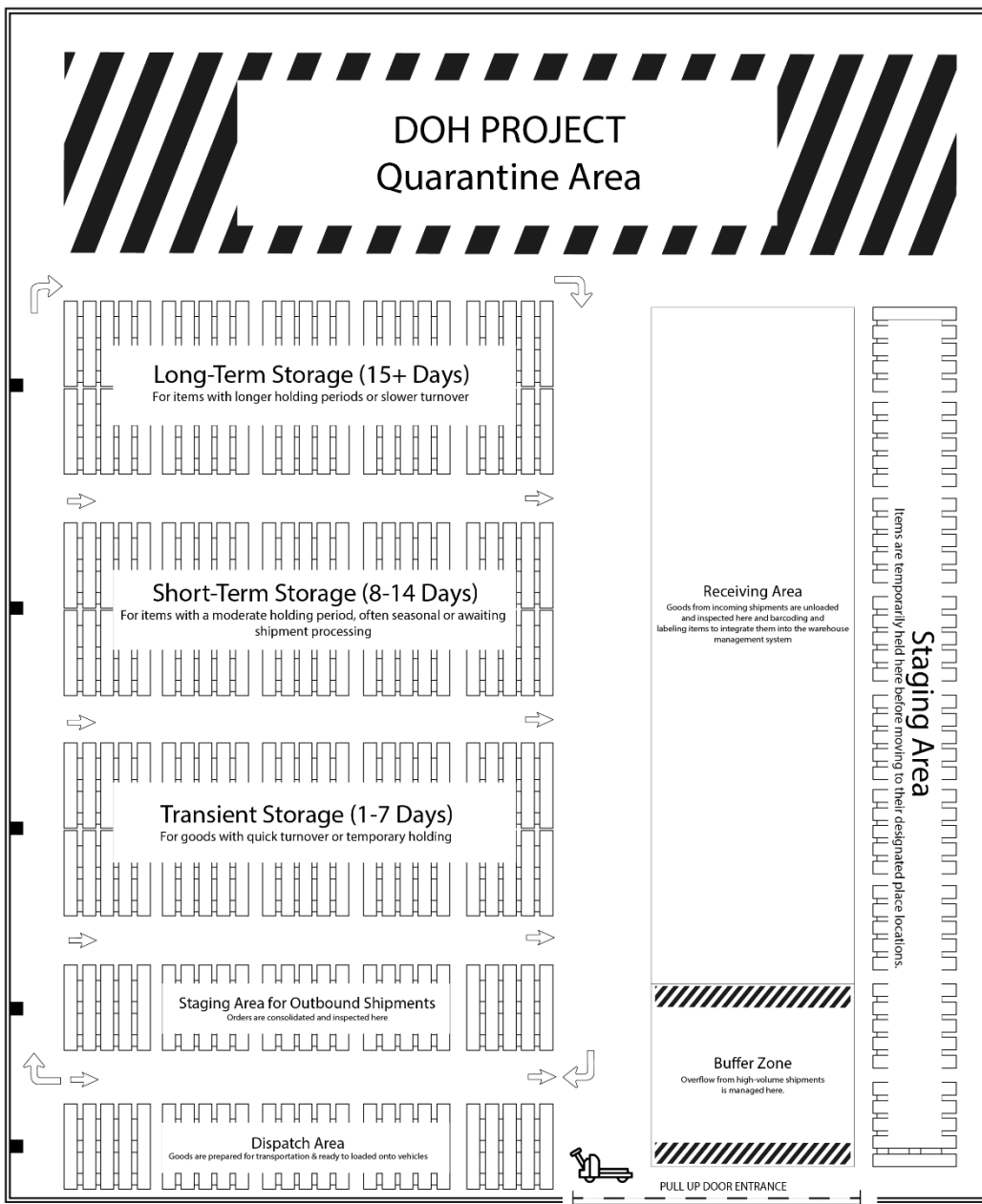
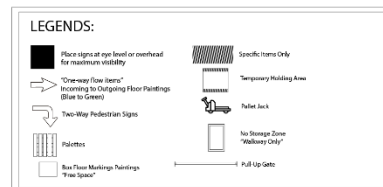




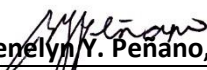
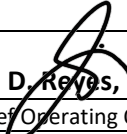
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Appendix A: **Warehouse 2 – C. Raymundo, Pasig Warehouse**



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



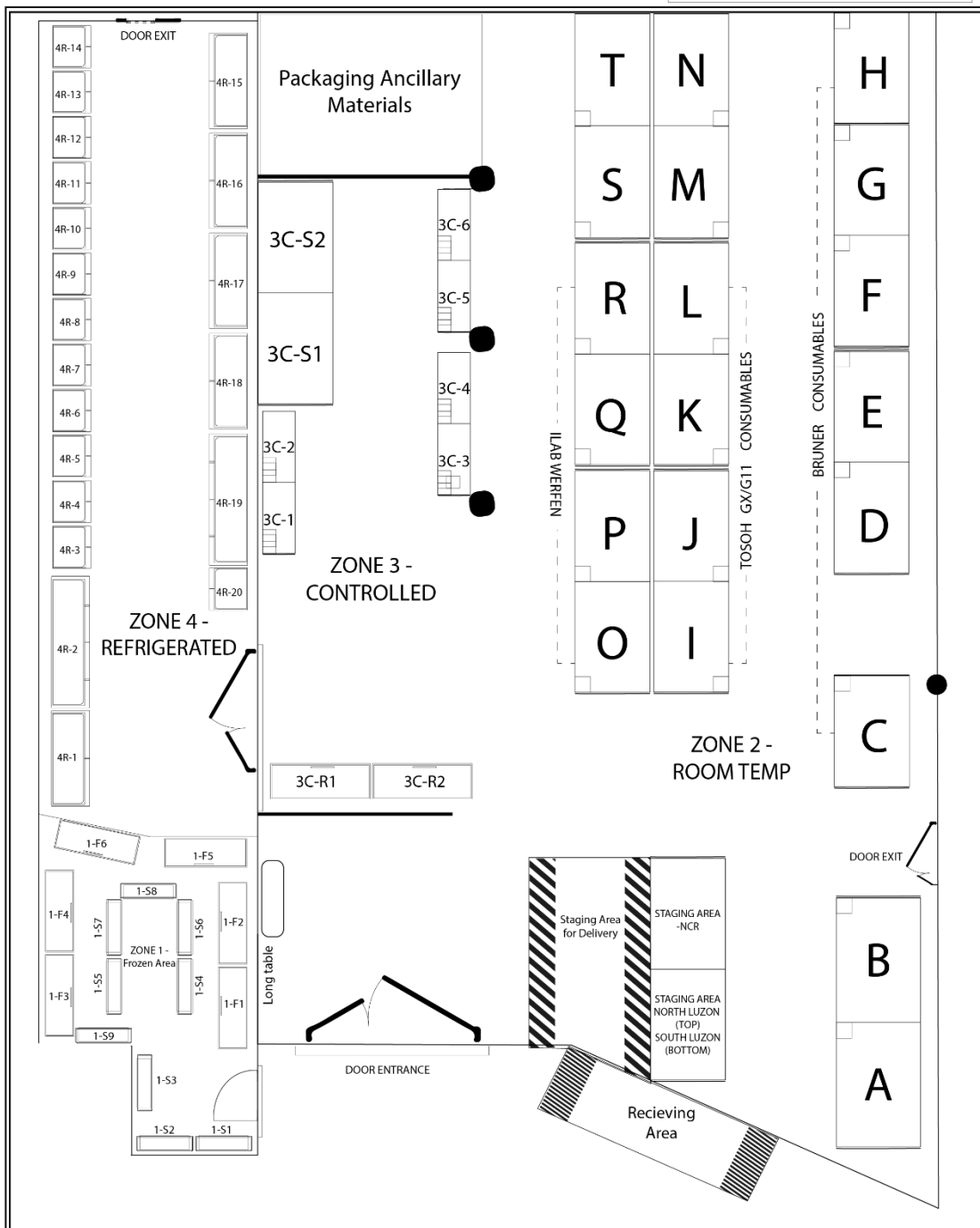
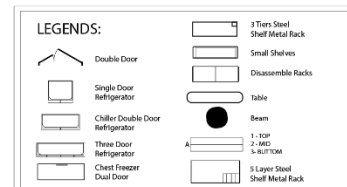
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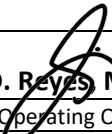
Appendix A: Warehouse 3 – San Juan Warehouse



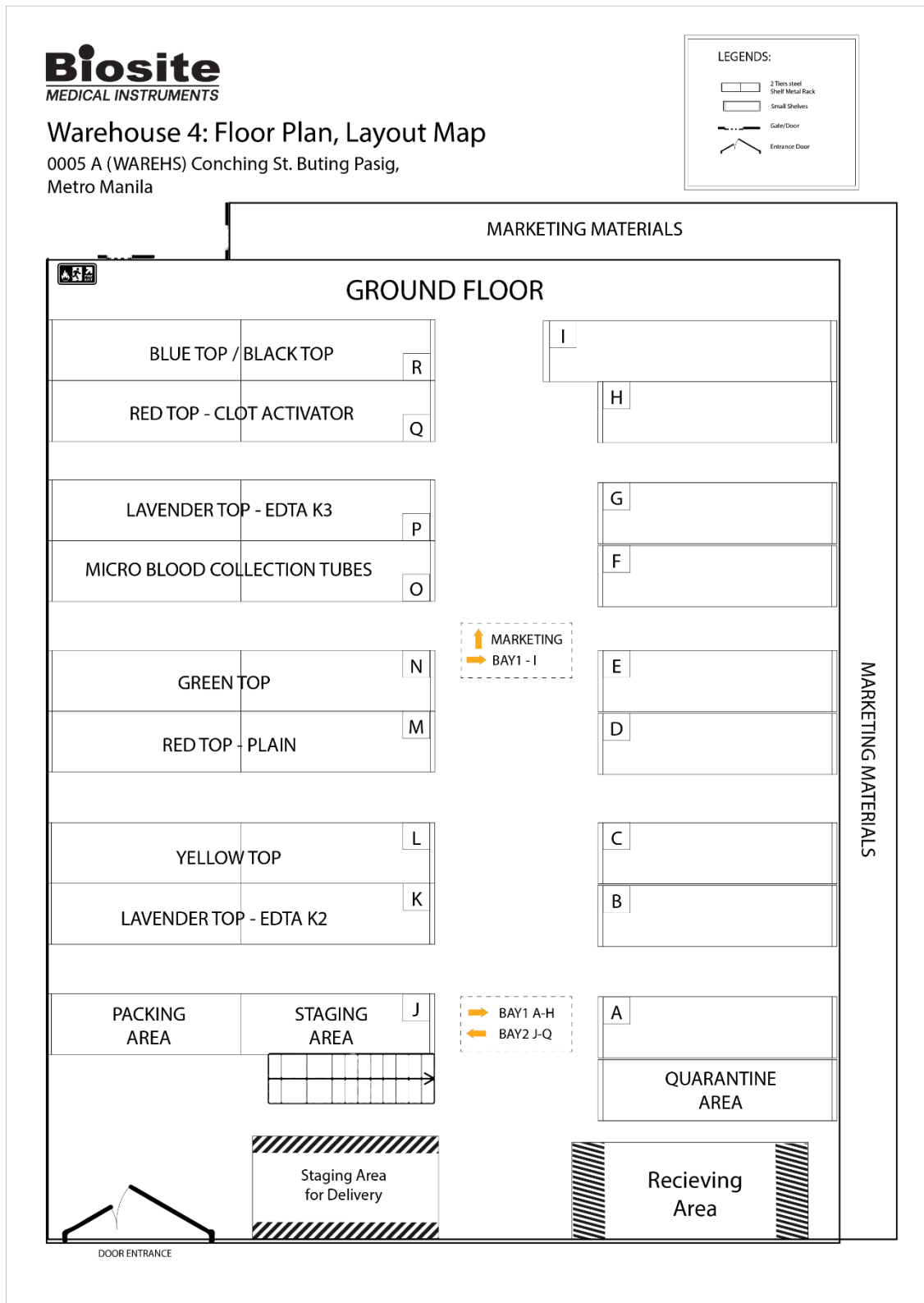
Warehouse 3: Floor Plan, Layout Map



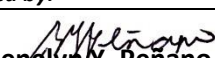
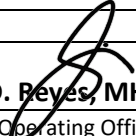
305. Col Bonny Serrano Ave., Brgy. Corazon De Jesus, San Juan City



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Appendix A: **Warehouse 4 – Buting Warehouse**
Ground Floor



	GUIDELINES	DOC NO.	BMI-GL-OPS-001
	TITLE	REV NO.	00
	Warehouse Mapping	EFFECTIVE DATE	January 30, 2025
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Appendix A: **Warehouse 4- Buting Warehouse**
4th Floor

