

Fumaco

No 35 Pleasant View Drive,
Bagbaguin, Caloocan City
Metro Manila, Philippines
Phone: +632-9832117 to 21
Fax: +632-9831348

MINUTES OF THE MEETING

ATTENTION: PRODUCTION, MATERIAL MANAGEMENT & CUSTOMER SERVICE
SUBJECT: OPERATION'S POLICY
VENUE: CONFERENCE GREEN ROOM
DATE: JULY 26, 2016
START: 10:30 AM
END: 12:00 NN

08-24-16

8-23-16

I. ATTENDEES:

Leovilito Vinarao	Operations /QMR
Semivic De Leon	Materials Management/Purchasing
Nolito Bejar	Design and Development
Arlyn Olvina	Customer Service
Mary Jane Fernando	Production
Hanilyn P. Vizcayno	CS/T&D

II. AGENDA:

1. Setting Policy & Individual Key Performance Indicator to address bureaucracy in the process.

Meeting started at 10:30AM with the Operations Manager Leo G. Vinarao presiding the meeting.


III. DISCUSSIONS:

As per our meeting, the following policy and targets have been discussed & being established:

Target of Implementation: Immediately

1. NO Internal Requisition No Purchase Requisition Policy shall be implemented.
 - a. Production department is in-charge in Preparation of Internal requisition for all items on Sales Order whether for fabrication or Stocked Items. All orders shall be treated as "to be manufactured"
2. No Approved shop drawing No Fabrication - for Customized product approved shop drawing signed by Client or approve sample shall be the basis for mass production.
3. No Picking Slip No Withdrawal
4. In lieu of this to combat bureaucracy (red tape) please observed the following metrics , lead time and department key performance indicator (KPI):

8/23/16

- a. Internal requisition preparation shall be issued maximum 2 days upon receipt of the Sales Order,
 - b. Purchase Requisition shall be issued 2 days Maximum upon the receiving internal requisition with supplier.
 - c. Purchase Requisition/Purchase Order for local item w/ existing supplier: 3 days
 - d. Purchase Requisition/P.O. for local items for sourcing : 5 days
 - e. Sales Order Delivery date Confirmation/Re-scheduling: 1-2 days maximum
 - f. Request for Drawing Processing w/ cutting size: 3 days
 - g. Costing Leadtime : 7 days
 - h. Target that the truck will leave the Factory: 9:00AM
 - 1. D.R & S.I. printing from 3-5PM until the next day of 7:00AM to 7:15AM
target of loading is from 7:00AM to 9:00AM.
 - i. Incoming Inspection Receiving Report Issuance: 1-2days
5. Advance feed backing is not allowed provided that complete materials & forecast that will finish it the next day will be assured. In case problem arises during processing, the Production will initiate coordination w/ T&D for proper action early in the morning.
6. All delivery updates: e.g. Advance delivery date, rush delivery advice due to materials/components arrival requiring same day or next day delivery, delivery schedule shall be properly coordinated with concerned individual by the Sales Coordinator, . Zimbra calendar shall be updated on agreed delivery date by Production.
7. All e-mail pertaining to the information of Notice to Proceed shall be directly email to Operations Manager & Production Head, e-mail should be followed up and confirmation shall made within the day. If no e-mail confirmation received after a day. Sales Coordinator should initiate follow – up.
8. All updates and notice to proceed shall be updated in Sales Order in Pronto thru memo or notes to document all instructions, and should be re-alerted in Pronto.
9. Delivery Driver and Delivery Helpers are not allowed in Assembly to withdraw item without picking slip, should not get items without the presence of In-process parts controller or Assembly Supervisor to issue the item.
10. All Customer Complaints shall be properly documented thru authorized form “Customer Complaint Report” QMS 012Rev.2 to properly addressed the problem and formulation of corrective actions.
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With this, to prevent confusion of their specific responsibility, the following responsibility matrix will serve as guidelines:

For proper protocol transact only to the indicated authority as per your areas of concern to avoid conflict.

Activities/Responsibility	Primary	Secondary	Metrics/Leadtime
Preparation of Internal Requisition	Salvador Alcantara	Sarah Araojo	2 days upon release -of SO
Preparation of Purchase Requisition	Semivic de leon	Sheila Omus	3 days for imported 5 days-w/sourcing
Preparation Pronto Code - Complete Set	Mark Terren	Sarah Araojo	1 day
Preparation Pronto Code - Raw Mat/Components	Semivic de Leon (local) Shiela Omus (Imported)	Shiela Omus (local) Semivic de Leon (Imported)	1 day
Preparation of BOM	Salvador Alcantara	Mark Terren	1 day
SO Updating/Feedbacking	Sarah Araojo	Mary jane Fernando	On or Before 3pm
SO rescheduling	Mary Jane Fernando	Sarah Araojo	1 day
DR/S.I Printing	Pia Marnelie Cabanas	Arlyn Olvina	3-5Pm
Delivery Trucks Leaving the Plant	Arlyn Olvina	Pia Marnelie Cabanas	On or before 9 AM
Request for Drawing Processing with cutting size	Ragel San Gabriel	Nolito N. Bejar	3 days
Costing	Veronica Yu	Kendrick Chua/Fred Chua	7 days

In case primary person is not around, the secondary person will take the responsibility. No same person will do the job simultaneously unless the primary person asks for assistance especially on making IR & PR as well as feed backing

Production shall maintain in any form of Monitoring of their pending/back orders and initiate updating confirmation to concerned personnel.


Any change in the policy arise in conflict with the existing policy shall be subject to review & approval prior to implementation.

Implementation of this policy shall only effect during active status of Pronto MRP System, subject for review after new ERP System is being implemented

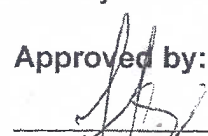
VI. ADJOURNMENT


There being no other matter to be discussed, the meeting adjourned at exactly 12:00NN


Prepared by:



Leo G. Vinarao
Operations Manager

Approved by:


Frederick Chua
Director for Operations

Noted:

Mary Ann Cabanang


CK
6/24/14
PCABAO


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