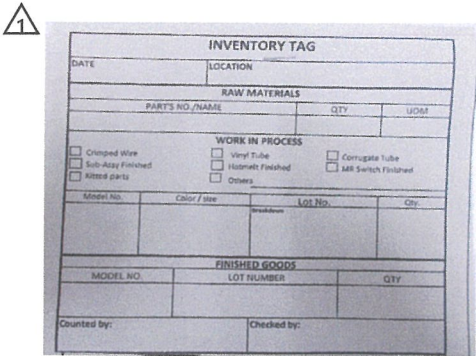




Process Name/ Title:		Document No:	WI-PLN-WHS-009
Monthly Inventory		Effective Date:	July 10, 2017
WORK INSTRUCTION		Rev. No.: 1	Page No.: Page 1 of 1
Product Code/Name: Common	Customer Code: N/A		

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers									
	MONTHLY INVENTORY WAREHOUSE SECTION 1 Warehouse clerk will prepare INVENTORY TAG to be used in counting of materials / FG 										
2	Inventory tag has a duplicate copy										
	PHYSICAL INVENTORY										
3	Warehouse member will conduct physical inventory per item per rack/pallet using the inventory tag.										
4	Inventory incharge person will count and input total quantity per item per inventory tag.										
5	Once done counting, attach inventory tag on item or in the box (must be visible for checking).										
6	Leader will check actual quantity versus quantity in inventory tag.										
7	Once done, duplicate copy will attach to box and endorse original copy of inventory tag: a. FG - Planning Department b. Materials -Whse Leader										
8	Warehouse leader will verify actual quantity based on Rawmats ,Indirect Materials and FG monitoring Once done. Inform planning department.										
9	Planning staff will check and make inventory report for accounting.										
		<table border="1"> <tr> <td>Prepare</td> <td>Check</td> <td>Approve</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>R. ARCANGEL</td> <td>R. CASAÑAS</td> <td>K. FUNAKI</td> </tr> </table>	Prepare	Check	Approve				R. ARCANGEL	R. CASAÑAS	K. FUNAKI
Prepare	Check	Approve									
R. ARCANGEL	R. CASAÑAS	K. FUNAKI									
07/10/2017	2017-L3-WI-141	Change picture and procedure. R. Arcangel R. Casañas K. Funaki									
Eff. Date	DRCN No.	Rev. No.									
		Details of change									
		Revise Check Approve									
		Est. Date: 05/15/2017									

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