**REQUEST FOR SERVICE EQUIPMENT PROCEDURES**

Request for Approval

to Condemn

Technical Personnel will proceed for any Corrective Maintenance

Requesting Sales or Technical Personnel shall fill-up

Stock Issuance Request Form (SIR)

Submit to Inventory the SIR Form

Is QC Passed?

YES

NO

Inventory Dept. shall endorse the equipment to Technical Dept.

for Quality check before

Pull-out/Installation

Technical Personnel will gather Information and shall fill-up on their Machine In/Out Logbook

Technical Personnel will perform

Quality Check (QC)

Is QC Passed?

YES

NO

Technical Personnel will

fill-up QC Form, QC Stickers and Calibration Data attached to the equipment

Remarks as ready for Installation and

Endorse to Inventory Dept.

Fill-up Machine In/Out logbook for Receiving by Inventory Dept.

**BRAND NEW EQUIPMENT FOR QUALITY CHECKING PROCEDURES**

Report defects on Inventory and Purchasing Dept.

Technical Personnel will proceed for any Corrective Maintenance

Inventory Dept. shall endorse the brand new equipment to Technical Dept. for Quality Check

Submit QC Failed/

Complaint report to supplier

Technical Personnel shall receive Inventory Endorsement Form

Is QC Passed?

YES

NO

Supplier has an issued replacement on Spare Parts/ equipment

Technical Personnel will gather Information and shall fill-up on their Machine In/Out Logbook

Technical Personnel willl perform Quality Check (QC)

Is QC Passed?

YES

NO

Technical Personnel will

fill-up QC Form, QC Stickers and Calibration Data attached to the equipment

Remarks as ready for Installation and

Endorse to Inventory Dept.

Fill-up Machine In/Out logbook for Receiving by Inventory Dept.