

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	SPARE PARTS INVENTORY TURNOVER	Ref. No.
DEPARTMENT :	SPARE PARTS DEPARTMENT	SPD- 16-04-2301
TO :	BRANCH MANAGER	

## OBJECTIVES

1. To have a clear accountability between outgoing and incoming Branch Manager and Mechanic.

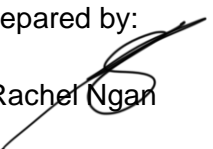

## POLICY


1. The outgoing Branch Manager or Mechanic will not process clearance without turnover form duly acknowledge by them and incoming Branch Manager and Mechanic.

## PROCEDURE

1. Branch Manager and Mechanic Outgoing
  - 1.1. Will prepare and fill up the turnover form.
  - 1.2. Will endorse to incoming Branch Manager and Mechanic for signature.
2. Branch Manager and Mechanic Incoming
  - 2.1. Will check the actual inventory if tally to turnover form fill up by outgoing.
  - 2.2. If tall will appear his signature and forward to Spare parts department for clearance.

## 2. Turnover Forms

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