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

Prepared by:	Approved by:	Effective	
Rachel Ngan	Richmond Ngan Executive Officer	April 23, 2016	Page 1 of 2



MITSUKOSHI MOTORS PHILS. INC.

222 E. Rodriguez Sr. Ave. Quezon City Tel. 448-5676 / Fax 721-1654

DATE : TO :

SUBJECT: Spare Parts Turnover Policy and Guidelines

SPARE PARTS TURNOVER POLICY AND GUIDELINES

- 1. Must submit summary list of Spare parts inventory on-hand including motor oil and Spare parts showcase.
 - Both parties, out-going and in-coming Branch Manager must conduct actual count and check every stock if there is some damage, scratch or missing Parts.
- 2. The following details must be seen in the actual count list;
 - > Model
 - ➤ SKU#
 - Description
 - Quantity
 - Remarks
 - If there is some damage, scratch and missing parts

Mitsukoshi Moto 222 E. Rodriguez S			Branch Date		
		SPARE PARTS TURNOVER			
MODEL	sku	DESCRIPTION	QUANTITY	REMARKS	
				9	
				-	
OUT-GOING BRANCH MANAGER Signature over Printed Name				IN-COMING BRANCH MANAGER Signature over Printed Name	

Prepared by:	Approved by:	Effective	
Rachel Ngan	Richmond Ngan Executive Officer	April 23, 2016	Page 2 of 2