
Warehouse Control

1.0 Purpose

- 1.1 This document describes the control methods for receipt, dispatch and maintenance of materials/equipment from the warehouse.

2.0 Introduction

- 2.1 **Plant & Logistics Manager/Warehouse Supervisor** are responsible to ensure this procedure is effectively implemented.

3.0 Process Input Requirement

- 3.1 Relevant staff must be familiar with the materials/equipment requirement for verification and maintenance.

4.0 Relevant Documents

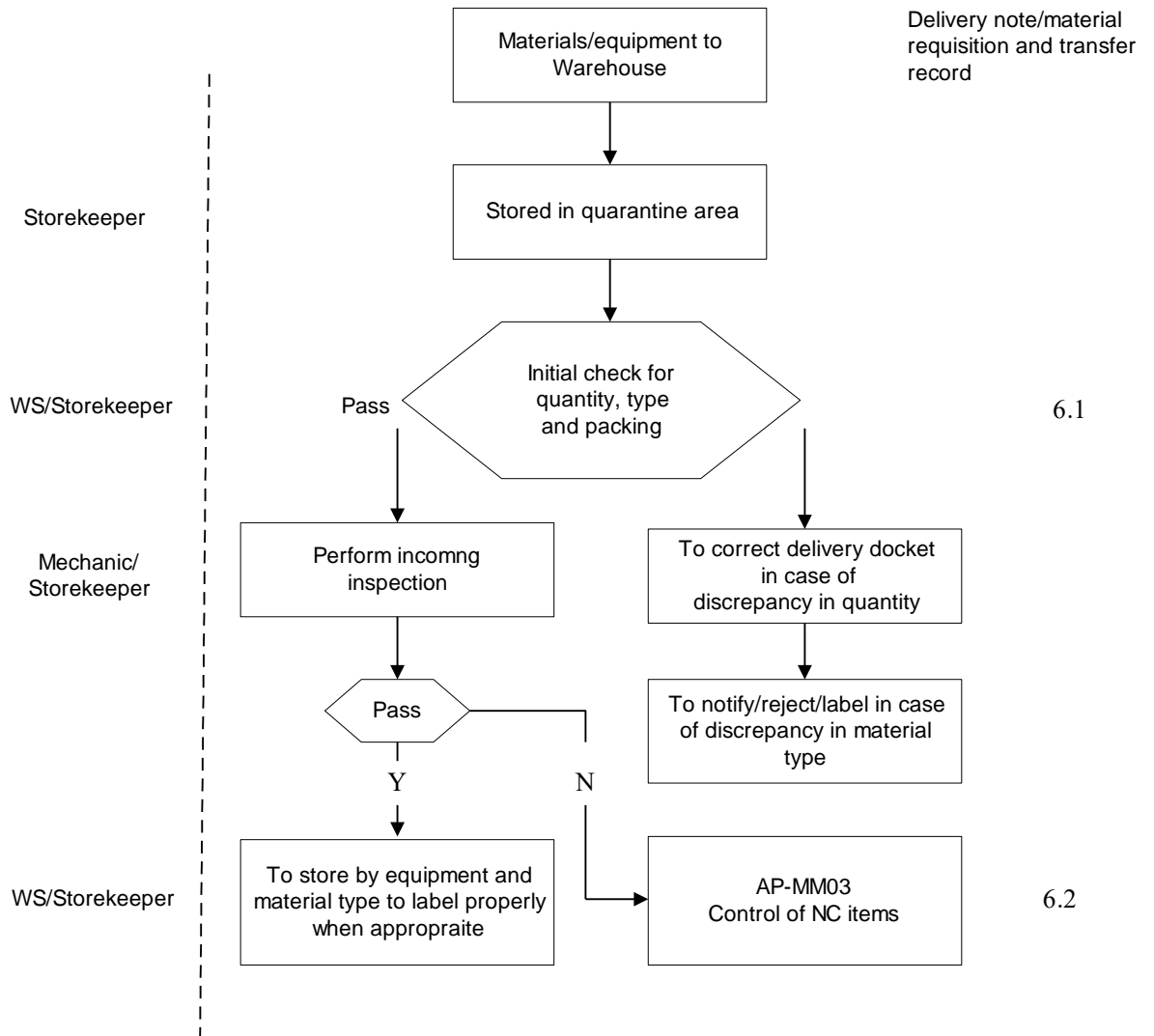
AP-MM03 Control of Non-conforming Items

Warehouse Control

5.0 Procedure (Flowchart)

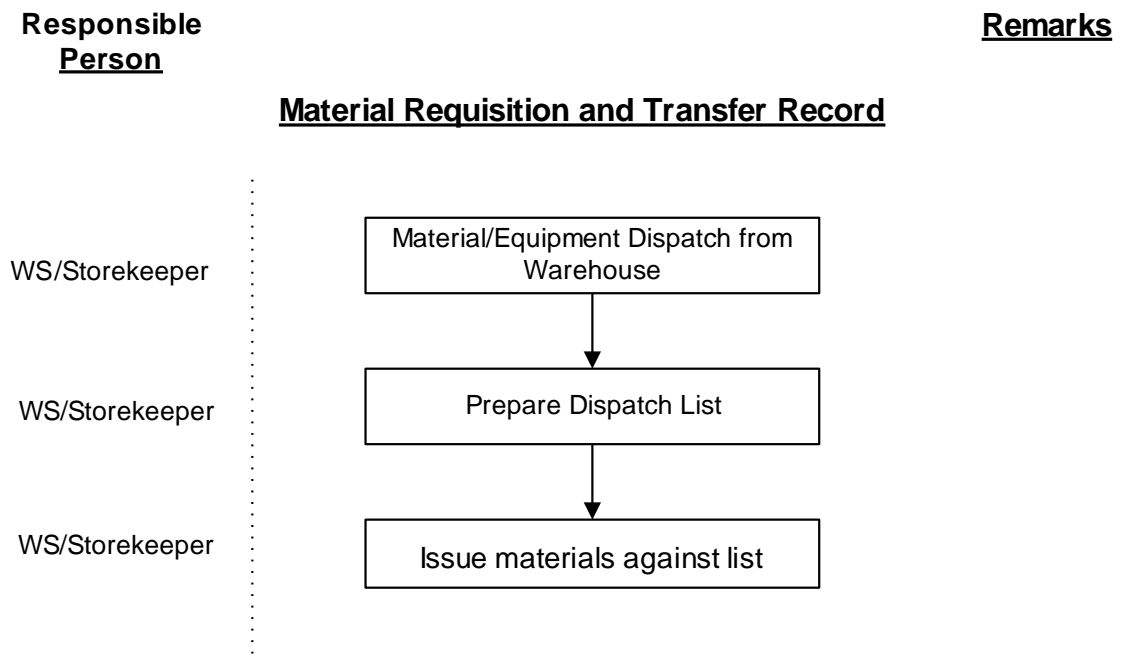
Responsible Staff

Remarks

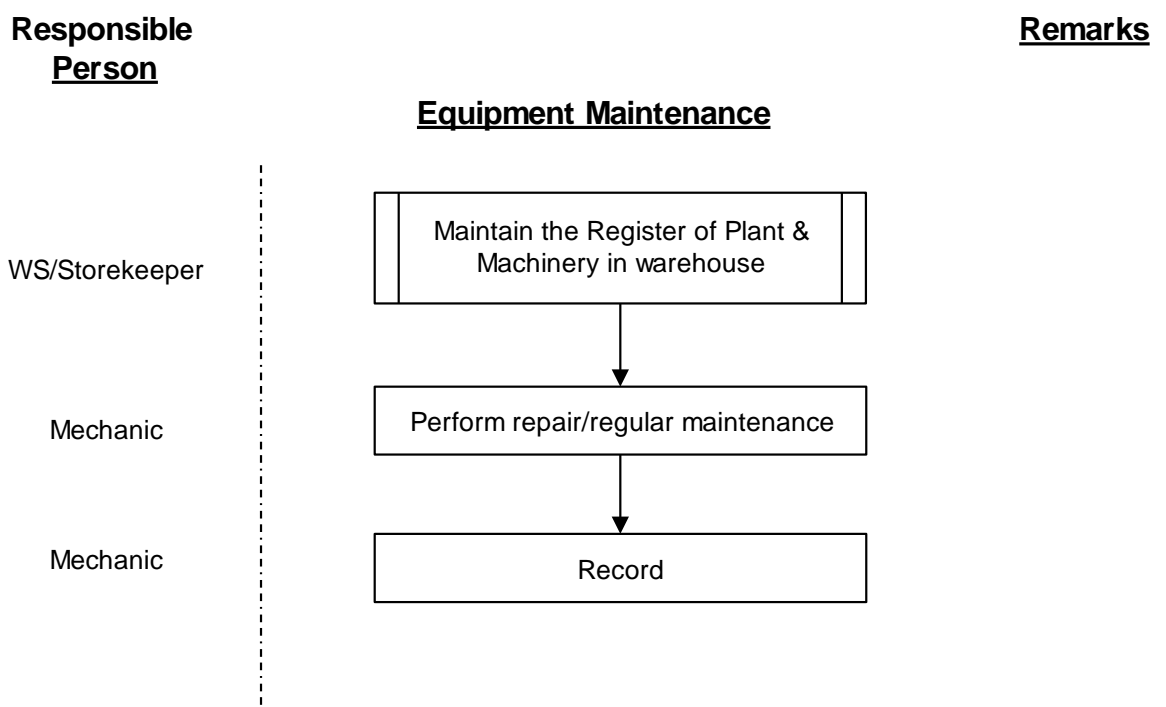


Warehouse Control

5.0 Procedure (Flowchart)



5.0 Procedure (Flowchart)



Warehouse Control

5.0 Procedure (Flowchart)

Responsible person

Remarks

Repair on Site

WS/Mechanic

Receive Repair Order from Driller or Site Staff

Mechanic

Perform repair on site as appropriate and record the details in Work Records

WS/Mechanic

Update the repair details in relevant Drill Rig/ Barge/ Water Pump Records

PLM

Scrap or replacement in case of excessive cost for repair

Warehouse Control

6.0 Remarks

6.1 **Warehouse Supervisor, Senior Mechanic/Mechanic** and **Storekeeper** shall be responsible for checking the followings upon material/equipment delivery:

- ◆ Any damage in packing
- ◆ Delivered content against the delivery notification/ purchase document
- ◆ Compliance with labels/types/models

6.2 **Warehouse Supervisor/Storekeeper** will arrange storage area for different materials.

7.0 Record

Record	Form No.	Responsible Staff	Minimum Retention Period	Filing Index
Material Requisition and Transfer Record	--	Plant & Logistics Manager	Latest	By date
Machinery Repair Record	--			
Programme/Summary of Maintenance Record of Drill Rigs	--			
Drill Rig Maintenance Checklist	--			
Drill Rig Service Record	--			
Non-conformance Report	MM03/F1		3-Year	
Delivery Note	--		1-Year	