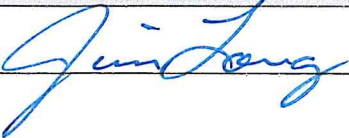


<b>Title:</b>	<i>Consumable Material Issuance</i>		
<b>Policy No:</b>		<b>Revision Date</b>	<b>Implementation Date:</b>
<b>Approved By:</b>		<b>Date Approved:</b>	
		03 - 24 - 2007	

**1. PURPOSE**

To reduce the waste and misuse of consumable materials as they are issued from the tool room.

**2. SCOPE**

This procedure applies to the planning of the task by the supervisor, selection of material and amount, issuance of tools and consumables to employees, and replacement of certain items.

**3. DEFINITIONS**

NONE

**4. RESPONSIBILITIES**

The responsibilities below only pertain to policy and procedure herein developed. However, all employees should be familiar with the contents of this policy.

**Supervisor** – The Supervisor is responsible for: (1) determining consumable materials required and (2) issuing tool room ticket to the employee. All information should be complete and legible.

**Employee (receiver)** – The employee is responsible for: (1) maintaining tool room ticket until received by the tool room attendant, (2) collecting required materials, and (3) ensuring all materials are returned to the job site.

**Tool Room Attendant** – The tool room attendant is responsible for: (1) accepting the tool room ticket, (2) supplying only the materials requested, and (3) maintaining tool room ticket for further processing. Additionally, coordinating any changes to the ticket is required via contact, including radio contact, with the requesting supervisor.

**5. POLICY/PROCEDURE**

**5.1** The employee and supervisor will determine the appropriate amount of materials needed for the task assigned based on the shift allowance.

**5.2** The supervisor will fill out the ticket with the type and amount of materials required to include job, item, and employee clock number.

**5.3 The supervisor will (?)** ensure that correct tool room is assigned to for pick up, Tool Room #1 (Main) or Tool Room #2 (Satellite).

**5.4** Tool Room will issue only the materials that are found on the tool room ticket. If items or amounts are changed, the supervisor should contact the tool room via radio or phone to make adjustments.

## **6. ADMINISTRATION**

**6.1** Tool Room Supervisor and Operations management are tasked with implementing and ensuring all portions of this policy are followed.