

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Tool Management Procedure</b>	<i>CODE:</i> 07.01.026
		<i>EDITION:</i> 1
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**Purpose:**

**目的**

Manage and control tools

通过管理，控制好使用好工具。

**Policy:**

**政策**

All engineering associates should obey all procedure and policy strictly. Store keeper should check tools list and take accounts about tools and materials.

所有工程部员工都应严格遵守本程序和政策；仓库管理员每月对工具卡/表进行检查、对账。

**Procedure:**

**程序**

1. Store keeper should manage all tools and take inventory.  
工程部仓库管理员负责对工程部工具进行管理和盘点；
2. Store keeper should manage archives and take record about types, NO. and quantity.  
仓库管理员负责管理工具档案，档案应详细记录所有工具的型号、规格、数量；
3. Keep old tools while replace the broken tools. Compensate the lost tool in one week, and the cost should be deducted in salary of associate.  
对损坏的工具实行以旧换新；对丢失的工具，相关人员要在一周内补齐，或委托酒店代买。采购费用将从员工当月工资中按实价扣除；
4. All tools should be given back before check-out procedure and only can leave after store keeper and Director of Engineering's approval.  
所有工具应在员工离职时交回酒店，经仓库管理员/部门负责人签字认可后方可办理离职手续；
5. Duty engineers should maintain all public tools regularly and purchase in proper time.  
由值班工程师负责安排定期对酒店公用工具进行维保，在适当的时候申购；
6. Clean the tools after using and keep all tools clean and complete. Then give tools to store keeper.使用者每次用完后，要对所借的工具进行清洁，保持工具干净无损坏，再交给管理员，否则有权拒收。