Purpose:
目的

To establish a standard warehouse storage system
建立一个标准仓库储存制度。

Policy:
政策

Establish safe and effective logistics channels
建立安全有效的物流渠道。

Procedure:
程序

1. Fill in demand sheet and indicate: name, purpose, location. Any additional materials or parts will not be allowed to receive; this process is only applicable in a normal situation;
   填写领料需求单并注明：姓名、目的，使用地点。任何额外的材料或零件将不允许领取；此流程仅适用于正常的情况；

2. In exceptional circumstances, the duty engineer allows receive over-demand for parts or materials of the warehouse, upon completion of repairs, consumed parts list and make a report;

   在特殊情况下，值班工程师允许按要求超过仓库而获得零件或材料，
   在修理完成后，再将所耗用零件列出清单并上报；

3. Warehouse will be responsible for keeping all the stock issued record;

   仓管将负责保存所有的库存发出记录；

4. Summarize all received / issued records lists of the whole month before the end of the month and post office;

   在每月末前将全月所有的收/发记录做出总结清单并交于办公室；

5. Any possible loss or employee abuse of the materials or parts are required to be reported;

   对材料或零件的任何可能损失或员工滥用的情况都需进行报告；

6. Maintain contact with the engineer on duty to ensure the standard inventory;

   保持与值班工程师联系以保证标准的库存量；

7. Responsible for doing monthly month-end statements at the end of month.

   负责做每月终的月结报表。