

Excess Inventory Sorting Procedure

1. Place **EXCESS, GOOD** parts in bin **#020185**.
2. Place **EXCESS, DAMAGED** parts in bin **#020186** for further sorting.
3. Sort **EXCESS, DAMAGED** parts by code:

1A—defective consumable

Place in bin **#020188**.

1B—unidentified damage

Visually examine them for signs of damage such as broken chips or split jumper cable.

Place parts with observable damage in bin **#020187**.

Deliver parts with no observable damage to the Repair Center. Place parts the Repair Center determines cannot be repaired in bin **#020187**.

1C—vendor return/unrepairable

Place in bin **#020189**.

1D—identifiable damage

Place in bin **#020190**.

4. Notify a manager when ten skids have accumulated.

Original:

Several steps must be taken to separate and stage inventory to be scrapped. The first step is to locate and stage all excess parts. The white tag on each part will identify the part as either EXCESS, GOOD or EXCESS, DAMAGED. Parts tagged EXCESS, GOOD should be staged in bin #020185. Parts tagged EXCESS, DAMAGED should be staged in bin #020186 for further sorting and staging by code. The code is etched into the frame of each part: 1A—defective consumable, 1B—unidentified damage, 1C—vendor return/unrepairable, 1D—identifiable damage. Parts labeled code 1A, defective consumable, are staged in bin #020188, to be automatically scrapped without further investigation. Parts labeled code 1C, vendor return/unrepairable, are staged in bin #020189; these parts can also be automatically scrapped. Before staging 1B parts, visually examine them for signs of damage such as broken chips or split jumper cable. Parts with observable damage should be placed on a skid in bin #020187. Parts with no observable damage should be hand carried to the Repair Center where each part will be tested to determine the extent of damage. Parts the Repair Center determines cannot be repaired are staged in bin #020187. Parts the Repair Center believes are repairable are placed in the Repair Stockroom and scheduled for repair. Parts labeled with code 1D are staged in bin #020190. When ten or more skids have accumulated, the manager should be notified to check the accumulated parts and fill out a justification form to scrap each part.

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