

<p align="center">GUAM POWER AUTHORITY</p> <p align="center">STANDARD OPERATING PROCEDURE</p>	<p>Prepared by: <u>[Signature]</u> / <u>5-16-2018</u> Vicente I. Concepcion / Date</p>
<p>TITLE: WAREHOUSING</p> <p>Effective:</p>	<p>Prepared by: <u>[Signature]</u> / <u>5-16-2018</u> Edward V. Villanueva / Date</p> <p>Reviewed by: <u>[Signature]</u> / <u>5/21/18</u> Jamie Lynn C. Pangelinan / Date Supply Management Administrator</p>
<p>NO: SOP-066</p> <p>Supersedes: SOP-066 01/21/16</p>	<p>Concurred by: <u>[Signature]</u> / <u>5/21/18</u> Beatrice (Tricee) P. Limtiaco / Date Assistant General Manager, Administration</p>
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1.0 PURPOSE:

To provide Dededo and Cabras Supply Warehousing organization and maintenance of materials and supplies in inventory.

2.0 SCOPE:

This standard operating procedure shall apply to all warehouse units of the Authority which includes Dededo and Cabras Supply Warehouse.

3.0 RESPONSIBILTIES:

The Warehouse Supervisors shall be responsible for the proper warehousing of each storage location. This responsibility includes but not limited to the following functions:

- 3.1 To maintain an organized and orderly stocking of all materials and supplies in inventory.
- 3.2 To ensure that every storekeeper complies with the receiving and issuing function and procedures in accordance with the current JD Edwards Supply Module.
- 3.3 To maintain proper identification of part numbers, stock descriptions, assigned GPA index number and bin locations of inventory stocks.
- 3.4 To ensure stock inventory are adequately safeguarded against loss and inclement weather.

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3.5 Maintain good housekeeping and a safe work environment.

3.6 Actively participate in the preparation of scheduled annual inventory.
(Ref. SOP-068)

4.0 STOCK INVENTORY ACCOUNTING:

Although movement of stocks are automatically recorded (date and time) and system updated, a manual recording of stock issues shall be kept for tracking inventory movement issued daily for the purpose of management reporting.

5.0 WAREHOUSE OPERATIONS:

*5.1 Access to Dededo and Cabras Supply Warehouses, Central Maintenance Tool Room, Transmission & Distribution Tool Room and Transportation Parts & Supply Tool Room shall be restricted only to authorized personnel during normal working hours.

#5.2 Requests that occur outside the normal work day shall be routed through the Power Systems Control Center (PSCC) at 475-1472 to alert Warehouse personnel of the emergency. PSCC shall then proceed to notify the appropriate manager. PSCC shall contact the Primary and Secondary Standby, which are rotated on a Bi-Weekly basis, for locations as follows:

Dededo Supply Warehouse
Transmission & Distribution Tool Room

Cabras Supply Warehouse
Central Maintenance Tool Room

Transportation Parts & Supply Tool Room

#Note: Charlie Listing is as follows:

Dededo Supply Warehouse
Transmission & Distribution Tool Room

S-12: Dededo Supply Warehouse Supervisor
Charlie 101
Charlie 102
Charlie 103
Charlie 104
Charlie 105

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Cabras Supply Warehouse
Central Maintenance Tool Room

S-10: Cabras Supply Warehouse Supervisor
Charlie 106

Transportation Parts & Supply Tool Room

S-10: Cabras Warehouse Supervisor
Charlie 107

- *5.3 Dededo and Cabras Supply Warehouse, Central Maintenance Tool Room, Transmission & Distribution and Transportation Parts & Supply Tool Room storage areas shall be secured at all times during normal and after hours. Security shall include all assigned vehicles, buildings and material handling equipment (MHE). For control purpose both warehouse have two (2) sets of keys, one (1) set for Warehouse Supervisor and one (1) set assigned to standby storekeeper.
- 5.4 A JD Edward generated work order shall be the only instrument used when requesting for stock materials. After working hours and during emergencies, a manual stock issue/receipt (SIR) document shall be utilized to document the issue. A JDE work order shall be generated immediately by the requestor the next business day. (Reference SOP-046 Section # 7.1.3-7.1.5)
- *5.5 Dededo, Cabras Supply Warehouse, Central Maintenance Tool Room, Transmission & Distribution and Transportation Parts & Supply Tool Room, shall be kept clean and orderly to maintain and safeguard stocks from physical deterioration. Cleaning shall include cutting of vegetation and overgrowth in and outside perimeter fencing.
- 5.6 Disposal of obsolete or unusable stocks shall be approved by responsible officials. Unserviceable precious materials shall be separated and secured from possible pilferage. (Ref. SOP-153)
- 5.7 Disposal of unserviceable and surplus materials shall be made at least quarterly.

6.0 **DISTRIBUTION:** A, B, C, & D

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