

GUAM POWER AUTHORITY <i>Standard Operating Procedure</i>	*SOP-022	Issued: 11/30/93
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Title: TOOLS AND MISCELLANEOUS EQUIPMENT	Approved By: RAYMOND CAMACHO General Manager	
Effective Date: 11/30/93 Supersedes No. Page 1 of 3		

1.0 PURPOSE

This SOP shall comprise all the various Sections/Divisions of the Guam Power Authority for a uniform and standard application.

In general, Tools and Equipment issued to the employees shall remain as property of the Authority and shall be maintained and accounted for in accordance with this procedure.

2.0 ACCOUNTABILITY

All tools and equipment requested and assigned to a Division/Section is the responsibility of that Section. Upon receipt of order, incoming items are issued tags, Property Management enters appropriate information regarding each tagged item and updating of the system. Data maintained for each tagged item include tag number, description, assignee / purchase document number. This data is periodically reported to the Plant Accounting using printed reports.

The same warehousing procedures as per SP-066 relative to the toolkeeper responsibilities and warehouse operations shall apply.

The person assigned as toolkeeper is responsible for the items stored in the tool shop under his custody. The user/borrower is accountable for the tools issued until the property is returned. All borrowed tools are to be returned before the end of the day.

A physical inventory of all tools is requested each year. The property custodian/toolkeeper certifies his inventory and submits it to the Superintendent and Accounting. Should any discrepancies occur, adjustments are made.

CODES: * REVISED # ADDED

2.0 (continued)

All lost, stolen and damaged beyond use is reported by the custodian/toolkeeper to the Superintendent, who reviews and approved request for disposal. Disposal of property in excess of \$1,000 shall be approved by the Division Manager.

3.0 TOOLROOM

An area in the warehouse or plant shall be set aside for use as a tool room where all tools and special equipments shall be kept and stored. The area should be organized for easy access, and each individual or group of items are labeled and identified.

Access to the toolroom shall be restricted to authorized personnel only and shall always be kept locked. In the absence of the toolkeeper, only supervisors in-charge shall have control of the keys and are authorized to issue tools.

4.0 TOOLKEEPER

The designated toolkeeper shall be responsible in the safekeeping and proper maintenance of the tool room. He shall be accountable for all the tools and equipment under his custody.

He shall keep an updated listings of tools and equipment based on the inventory on hand. Any lost or damaged items shall be reported for inventory update.

All issued and borrowed tools shall be documented. Any overdue items are to be followed and reported to their supervisors.

5.0 ISSUANCE

Issuance shall be documented by completing a Property Issue Receipt (PIR) or Tool Issue Slip/Log.

The Property Issue Receipt is the form used for items issued for day to day use and acknowledged by the staff, who shall be responsible for its safekeeping and keeping them in good condition. In case of lost or damaged due to negligence, he shall be responsible to replace it with same quality or reimburse the Authority of its cost.

For special tools and equipment, Tool Issue Log form shall be used to list all items issued during the day. Those which are borrowed by other sections, the Tool Issue Slip form shall be used for accountability purposes.

5.0 (continued)

All borrowed tools are to be returned after use, at the end of the day or as soon as project is completed. No one shall be allowed to bring home any borrowed tools without the approval from their supervisors.

6.0 **ACCOUNTING**

Purchases of tools and equipment amounting to \$500 and over shall be capitalized and charged to proper object code/account. Those with less than \$500 are charged directly to O&M expense code #70.

Capitalized tools are depreciated and the estimated useful lives of the assets is based on the object code where the assets are charged.

[illegible]

ISSUED BY: _____
TOOLKEEPER

DIVISION/SECTION: _____ **DATE:** _____

ISSUED BY: _____

TOOLKEEPER

NAME AND SIGNATURE _____

