

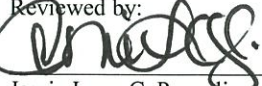

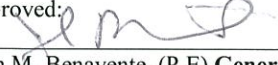


<p align="center"><b>GUAM POWER AUTHORITY</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURE</b></p>	<p>Prepared by:  / <u>5-16-2018</u>          Vicente J. Concepcion / Date</p>
<p><b>TITLE: Stock Issue Procedures</b></p> <p><b>EFFECTIVE:</b></p>	<p> / <u>5-16-2018</u>          Edward V. Villanueva / Date</p> <p>Reviewed by:  / <u>5/21/18</u>          Jamie Lynn C. Pangolinan / Date  <b>Supply Management Administrator</b></p>
<p><b>NO: SOP-046</b></p> <p><b>Supersedes: *SOP-046 5/10/17</b></p>	<p>Concurred by:  / <u>5/21/18</u>          Beatrice (Tricee) P. Limtiaco / Date  <b>Assistant General Manager- Administration</b></p>
<p>Page 1 of 12</p>	<p>Approved:  / <u>5/22/18</u>          John M. Benavente, (P.E) General Manager / Date</p>

## 1.0 SCOPE

To establish uniform procedures for issuing material and supplies stocked in Dededo and/or Cabras Supply Warehouse.

## 2.0 PURPOSE

Stock issuance is an important function in the control of inventory. Lack of controls in issuing stocks will result in inventory loss. While inventory controls are basically physical, such as locked warehouse and other security measures, it is equally important to have an accurate record of receipts, issues, and credit receipts (turn-ins) so that if there is physical loss, it can be accurately determined in the document trail established in the procedural process.

## 3.0 GENERAL

- \*3.1 All warehousing and stock control functions shall be performed by Dededo and/or Cabras Supply Warehouse Section.

Issue of stock material is concentrated between the hours of:

Dededo Supply Warehouse- 7:00 A.M. to 3:30 P.M.  
Monday thru Friday.

Cabras Supply Warehouse- 7:00 A.M. to 3:30 P.M.  
Monday thru Friday.

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- 3.2 Non-Inventory materials and supplies stored at the Dededo and/or Cabras Supply Warehouse are for Generation Power Plant and Transmission & Distribution operations support based on space availability. Request shall be in writing by Division Manager and approved by the Supply Management Administrator prior to acceptance of materials.
- 3.3 Generation materials drawn for the generating plant are charged directly to the respective plant for equipment maintenance and operation.
- 3.4 Request for stock materials shall be through work orders generated using the JD Edward Supply Module. Work Orders (WO) shall be approved by requesting Division Heads with status of 88 for proper staging of materials.
- 3.5 The Performance Management Contractor (PMC) for Cabras 1 & 2 and Cabras 3 & 4 draw parts/supplies directly from inventory and replenishes immediately. The PMC contractor bills GPA for parts accordingly.
- 3.6 Emergency materials after normal working hours may be entertained using a manual work order (WO) form. Work order (WO) shall be generated by end user within a 24-hour period for material accountability.

#### **4.0 RESPONSIBILITIES**

##### **4.1 Operations – Transmission & Distribution (T&D)**

- 4.1.1 The Shop Planner(s), Supervisor(s)/Leader(s) shall prepare the work order listing of material index number and quantity required, using the Engineering job order bill of material for the job. All work order shall be identified as one of the following:

1. Regular work order (ref. 4.1a)
2. Emergency work order (ref. 4.1b)
3. Special assignment/request work order (ref. 4.1c)
4. Streetlight work order (ref. 4.1d)

Work order(s) (WO) shall be (**e-mailed**) prepared and approved for proper staging. Information shall be emailed to the following personnel at all times to ensure timely issuance of material:  
(Reference Exhibit A)

1. Supply Warehouse Supervisor
2. Supply Receiving/Issuing Section
3. Supply Management Administrator
4. Transmission & Distribution Manager

1. Assistant Transmission & Distribution Manager
2. Section Superintendent Overhead
3. Section Superintendent Underground

- 4.1a Regular work order (WO) shall have a twenty (24) hour response time. Warehouse personnel may respond sooner depending on daily activities.

Do not require immediate Management Approval. Regular routing from Supervisor, Superintendent, Assistant Manager and/or Manager.

- 4.1b Emergency work order (WO) shall have one (1) hour response time with prior approval by one (1) of the following personnel:

1. Transmission & Distribution Manager
2. Transmission & Distribution Assistant Manager

Warehouse personnel may respond sooner depending on ongoing activities.

- 4.1c Management work order(s) (WO) shall have two (2) hours response time with prior approval by one (1) of the following personnel:

1. Transmission & Distribution Manager
2. Transmission & Distribution Assistant Manager
3. Section Superintendent: (O/H, U/G, Meter/Relay and/or Substation)

**#Note:** If additional materials are required, response time will be for same day.

- 4.1d Streetlight work order: Management approved work order for new installation and/or change out shall be authorized to the following:

1. Transmission & Distribution Overhead Supervisors
2. Transmission & Distribution Underground Supervisors

Streetlight materials removed, shall be turned over by designated Transmission & Distribution personnel within 48 hours of removal, with corresponding work order for proper crediting and tracking.

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4.1.2 Supervisor(s) shall review all material requests to ascertain materials requested are proper and accurate for the job prior to approving the work order (WO) and also ensure the work order (WO) reflects the proper account number. All work order (WO) status shall be changed manually from 85 to 88 for proper staging at supply warehouse.

4.1.3 Authorize personnel receiving materials from supply warehouse shall conduct an inventory to ensure index number and quantities are true and accurate prior to receiving work order (WO) materials.

**\*4.2 Operations**

**Generation** (Cabras 1 & 2, 3 & 4), CT (Dededo CT's, Macheche, Marbo, and Yigo CT's) Water System Diesel, Diesel Plants (Tenjo, Manenggong, Dededo and Talofoto), Piti 7.

4.2.1 Authorize personnel shall prepare work order (WO) listing of material, index number and quantity required.

4.2.2 Assigned supervisor shall review material request to ensure materials are proper and accurate for assigned job task prior to approving work order(s) (WO). Assigned Supervisor shall ensure work order reflects proper account number. All work order (WO) status shall be changed manually from 85 to 88 for proper issuance at Supply/Cabras Warehouse.

4.2.3 Authorize personnel receiving materials from supply warehouse shall conduct an inventory to ensure index number and quantities are true and accurate prior to receiving assign work order materials.

4.2.4 Storekeeper personnel shall annotate Balance on Hand (BOH) and Unit Cost (UOC) for end-user review on all work order issuance for replenishment purpose.

**4.3 Dededo Supply Warehouse:**

4.3.1 Supply Personnel shall receive work orders via e-mail sent by T/D personnel. Storekeepers shall review proper status of "88" prior to printing/staging of materials.

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- 4.3.2 Assigned storekeeper shall pull requesting materials from proper bin location and staged accordingly. Issuing receipt is then verified by both the end-user and assigned storekeeper reflecting issuing date, time and signature to validate all out-going materials ("for safeguarding of inventory materials, assigned supply personnel conducts 1<sup>st</sup> count during staging of materials. The second assigned storekeeper shall conduct its 2<sup>nd</sup> count during the issuance of materials with end-user"). Issuance copies are then provided to end-user upon completion of check and balance.
- 4.3.3 None in Stock (NIS) materials are clearly identified when generating work orders (WO). Under the quantity column any "Gray Shaded" highlight reflects an NIS. Substitution of material if available shall be identified by assigned T/D Shop Planner.
- 4.3.4 All Generation work orders (WO) shall include pricing and balance on hand for each line item.
- 4.3.5 All original completed work orders (WO) are forwarded to Plant Accounting the following business day (within 24 hours of issuance).
- 4.3.6 Access to Dededo Supply Warehouse shall be restricted to all unauthorized personnel. Supply Warehouse Stand-By personnel shall be called by dispatch for accountability purposes at all times.
- 4.3.7 Receiving personnel shall maintain a spreadsheet for all issuing of streetlight for the strict intent of tracking and accountability for warranty purposes.

4.4 **Cabras Supply Warehouse:**

- 4.4.1 Assigned storekeeper shall receive work order number from generation personnel via email. A thorough review shall be conducted prior to printing of material listing.
- 4.4.2 Materials are pulled from bin locations, issuing receipt is then verified by both end- user and assigned storekeeper for required date, time and signature to validate all out going materials ("for safeguarding of inventory materials, assigned supply personnel conducts 1<sup>st</sup> count during staging of materials. The second assigned storekeeper shall conduct its 2<sup>nd</sup> count during the issuance of materials with end-user"). Issuance copies are then provided to end-user upon completion of check and balance.

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- 4.4.3 None in Stock (NIS) materials are clearly identified when generating work orders (WO). Under the quantity column any "Gray Shaded" highlight reflects an NIS.
- 4.4.4 Processing of material issues shall be processed daily to ensure that average daily balance is captured immediately upon inputting. Copies of issuance are forwarded to Plant Accounting proper processing.
- 4.4.5 All original completed work orders (WO) are forward to Plant Accounting the following business day (within 24 hours of issuance).
- 4.4.6 All unauthorized personnel shall enter and remain in the designated waiting area.

## 5.0 SUPPLY SUPERVISORS:

- 5.1.1 Warehouse Supervisor shall review issued work orders to ensure entries are true and accurate prior to forwarding original issuance to plant accounting.

## 6.0 ACCOUNTING SECTION

- 6.1.1 Plant Accounting Technician, shall review issuance receipt for proper charges such as: appropriate project and account number.

## 7.0 EMERGENCY REQUIREMENTS

- 7.1.1 When necessary, issuance of materials from stock on an emergency basis, assure that prompt attention is given to all emergency. Requests shall be kept to a minimum and used only when emergencies do, occur. (Ref.: 4.1b)
- \*7.1.2 Emergency request during normal hours shall be logged through Power Systems Control Center (PSCC) and alert (475-1472) of the emergency. PSCC Dispatcher shall then proceed to notify the Respective Shop Planner(s), Section Supervisor(s), Dededo Supply Warehouse, Transmission & Distribution Tool Room, Cabras Supply Warehouse, Central Maintenance Tool Room and/or Transportation Parts & Supply Tool Room.

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### Hours of Operation:

	Monday-Friday
Dededo Supply Warehouse	(7:00am-3:30pm)
Transmission & Distribution Tool Room:	(7:00am-3:30pm)
Cabras Supply Warehouse	Monday-Friday
	(7:00am-3:30pm)
Central Maintenance Tool Room	Monday-Friday
(Ref. #Exhibit B)	(7:00am-8:00am)
	(11:30am-12:30pm)
	(2:00pm-3:00pm)
Transportation Parts & Supply Tool Room	Monday-Friday
	(7:00am-3:30pm)

\*1. A **system work order** shall be generated to actuate the issue of the required materials. Information shall be provided via e-mail to Dededo Supply Warehouse Supervisor/Receiving Section and Cabras Supply Warehouse Supervisor/Cabras Warehouse.

\*2. No manual Supply/Issue/Receipt (SIR) shall be used during normal business hours.

Dededo Supply Warehouse	7:00 A.M. – 3:30 P.M.
Cabras Supply Warehouse	7:00 A.M. – 3:30 P.M.

**Note:** The only **exception is** when the JD Edwards System is down or if there is an outage.

3. Delivery of emergency material shall be the responsibility of the requesting section/crew members.

\*7.1.3 **Emergency Requests Off-Duty Hours:** 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

Cabras Supply Warehouse  
Central Maintenance Tool Room

S-10: Cabras Supply Warehouse Supervisor  
Charlie 106

Transportation Parts & Supply Tool Room

S-10: Cabras Supply Warehouse Supervisor  
Charlie 107

**Note: If there is no response from the standby storekeepers, PSCC shall contact Warehouse Supervisor or Supply Management Administrator.**

7.1.4 Dededo Supply Warehouse- A JDE work order shall be generated immediately by Transmission & Distribution Shop Planner, Supervisor and/or authorized personnel the next work day.

\*7.1.5 Cabras Supply Warehouse/Transportation Parts & Supply Tool Room – A JDE work order shall be generated immediately by Shop Planner, Supervisor and/or authorize personnel the next work day.

\*7.1.6 Standby Storekeeper: Primary and Secondary for all locations 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

Cabras Supply Warehouse  
Central Maintenance Tool Room

S-10: Cabras Supply Warehouse Supervisor  
Charlie 106

Transportation Parts & Supply Tool Room

S-10: Cabras Supply Warehouse Supervisor  
Charlie 107

**Note: If there is no response from the standby storekeepers, PSCC shall contact Warehouse Supervisor or Supply Management Administrator.**

## **8.0 DELIVERIES**

- 8.1.1 To minimize down time on staged materials, work order request shall be picked up by the requestor as reflected on section 4.1. Staged materials that are not issued after five (5) work days shall be returned to stock bins.
- 8.1.2 If the urgency does not permit immediate preparation and approval of systems work orders, arrange with Supply Management Administrator to permit the use of manual SIR. Submittal of systems work order as a result in a manual SIR must be entered and completed the next work day.
- 8.1.3 Generating and approval of work orders for inventory stock is the responsibility of the requesting Section Supervisor and/or Shop Planner.

**DISTRIBUTION; A, B, C & D**

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EXHIBIT A  
STOCK ISSUE PROCEDURES

**\* E-MAIL ADDRESS:**

A.) Supply Management Administrator-	Jamie L.C. Pangelinan <a href="mailto:jpangelinan@gpagwa.com">jpangelinan@gpagwa.com</a>
B.) Dededo Supply Warehouse Supervisor II -	Vicente I. Concepcion <a href="mailto:viconcepcion@gpagwa.com">viconcepcion@gpagwa.com</a>
C.) Dededo Supply Receiving Section –	<a href="mailto:receiving1@guampowerauthority.com">receiving1@guampowerauthority.com</a>
D.) Transmission & Distribution Manager –	Anselmo M. Manibusan <a href="mailto:ammanibusan@gpagwa.com">ammanibusan@gpagwa.com</a>
E.) Assistant Transmission & Distribution Manager –	Enrique V. Quidachay <a href="mailto:evquidachay@gpagwa.com">evquidachay@gpagwa.com</a>
F.) Power System Superintendent– (Over-Head)	Ivan S. Shiroma <a href="mailto:isshiroma@gpagwa.com">isshiroma@gpagwa.com</a>
G.) Power System Superintendent- (Under-Ground)	
H.) Meter Relay Superintendent	Anthony J. Ishmael <a href="mailto:ajishmael@gpagwa.com">ajishmael@gpagwa.com</a>
I.) Assistant Plant Superintendent- Combustion Turbine	Jeam M. Diaz <a href="mailto:jmdiaz@gpagwa.com">jmdiaz@gpagwa.com</a>
J.) Cabras Supply Warehouse Supervisor II-	Edward V. Villanueva <a href="mailto:evvillanueva@gpagwa.com">evvillanueva@gpagwa.com</a>
K.) Cabras Supply Warehouse Receiving-	<a href="mailto:cabraswhse@gpagwa.com">cabraswhse@gpagwa.com</a>
L.) Manager of Generation-	Ronald C. Okada <a href="mailto:rokada@gpagwa.com">rokada@gpagwa.com</a>
M.) Assistant Manager of Generation-	Francis I. Cruz <a href="mailto:ficruz@gpagwa.com">ficruz@gpagwa.com</a>
N.) Assistant Plant Superintendent- Cabras 1 & 2	
O.) Assistant Plant Superintendent- Diesel Plant (Tenjo Vista, Manengon, Talofoto)	Vicente C. Diaz <a href="mailto:vc Diaz@gpagwa.com">vc Diaz@gpagwa.com</a>

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#P.) Piti 7-

#Q.) Power Plant Maintenance Superintendent-

\*R.) Transportation Parts & Supply Receiving-

[tsupply@gpagwa.com](mailto:tsupply@gpagwa.com)

\*S.) Fleet Services Manager-

Jimmy D. Pangelinan  
[jdpangelinan@gpagwa.com](mailto:jdpangelinan@gpagwa.com)

\*T.) Fleet Services Supervisor-

Raymond Borja  
[rborja@gpagwa.com](mailto:rborja@gpagwa.com)

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# Exhibit B



## GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN  
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

# EFFECTIVE JANUARY 30, 2017

## OPERATIONAL HOURS FOR

## CENTRAL MAINTENANCE TOOLROOM

### MONDAY THRU FRIDAY

07:00 AM - 08:00 AM

11:30 AM - 12:30 PM

14:00 PM - 15:00 PM

  
Ronald C. Okada

Generation Manager

  
Jamie C. Pangelinan

Supply Management Administrator

CODES:

\* REVISED

# ADDED