

<p align="center">GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE</p>	<p>Prepared By: <u>[Signature]</u> / <u>5-17-2018</u> Vicente L. Concepcion / Date</p>
<p>TITLE: RECEIVING AND ISSUANCE PROCEDURE OF NON-INVENTORY TOOLS, EQUIPMENT AND MATERIALS Effective:</p>	<p>Prepared By: <u>[Signature]</u> / <u>5-17-2018</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: <u>SOP-157</u> Supersedes: SOP-157 dtd 5/10/17</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 the Authority with proper accountability of receiving and issuance of non-inventory Tools, Equipment and Materials procedure for Personal Permanent Issuance (PPI) and/or a "As Needed Basis" with Web Base Bar Coding System. (reference AP-081)

***2.0 SCOPE:**

This standard operating procedure shall apply to all Supply Warehouse Units of the Authority which consist of Dededo and Cabras Supply Warehouse, Transmission & Distribution Tool Room, Transportation Parts & Supply Tool Room and Central Maintenance Tool Room to include all Respective Divisions of the Authority

3.0 DEFINITION:

- a.) **Barcoding:** Web base software for tracking of non-inventory tools, equipment and materials utilizing bar coding system purchased by the Authority.
- b.) **Non-Inventory Material, Tool and/or Equipment:** Items requisitioned and purchased by the Authority through a purchase order from respective end-users to be able to support daily operations of their division, (i.e., clamp meter, multi meter, arc welder, water blaster, chainsaw, hotline stick etc.) which are properly tracked on software.

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- c.) **PPI:** Permanent Personal Issuance of non-inventory material, tool and/or equipment assigned to one employee for the duration of his/her employment.

4.0 Receiving of Non-Inventory Material, Tool and/or Equipment:

- 4.1 Storekeeper shall inspect material, tool and/or equipment being delivered by vendor. Storekeeper shall ensure all requirements and specifications listed on purchase order coincide with material, tool and/or equipment being received.
- 4.2 Storekeeper assigned to the receiving section, shall receive and process non-inventory materials, tool and/or equipment in the JDE Supply Module
- 4.3 Storekeeper shall make copies of received purchase order, accompanied with vendor invoice and shall be routed next business day to Accounts Payable, End-User, Procurement and Supply Warehouse.

5.0 Issuance of Non-Inventory Material, Tool and/or Equipment for Permanent Personal Issue:

- a.) Engrave each non-inventory tool and/or equipment with GPA and sequential numeric order, along with purchase order number.
- b.) Photos shall be taken of each item, print, notate purchase order number and cost of each unit on photo. (Refer to exhibit B)
- c.) Storekeeper assigned to the receiving section shall email Division Manager, Assistant Manager, a request for employee name (first and last name) to include badge number to whom non-inventory material, tool and/or equipment will be issued to for the duration of his/her employment. Information shall be emailed to the Warehouse Supervisor and Receiving Section.
- d.) Employee names that have been emailed to the Warehouse Supervisor and receiving section shall be assigned the non-inventory material, tool and/or equipment, associated with the employee bar code number that is migrated into the Barcoding Software. Warehouse Supervisor shall schedule assigned employee to report to the receiving section for material, tool and/or equipment issue. (Refer to Exhibit A)
- e.) Each employee signing out for Permanent Personal Issue (PPI) will be responsible for the material, tool and/or equipment for the duration of employment. Damages due to negligence or loss of material, tool and/or equipment, by assigned employee shall reimburse the Authority in full or replaced equal to or greater. (Refer to exhibit B)

- f.) An inspection of tools and equipment assigned to each employee shall be conducted annually or due to retirement, resignation, dismissal and/or upon division manager/assistant manager request.
- g.) Each employee signing out, for "As Needed Basis" will be responsible for the material, tool and/or equipment for the duration of usage. Damages due to negligence or loss of material, tool and/or equipment, by assigned employee shall reimburse the Authority in full or replaced equal to or greater. (Refer to exhibit B2)

6.0 Issuance of Non-Inventory Material, Tool and/or Equipment "As Needed Basis"

- a.) All employees checking out non-inventory material, tool and/or equipment must be authorized by Division Manager, Section Superintendent and shall be in the web base barcoding system scanner. Request shall require an associated work order prior to issuance, to assigned storekeeper of the receiving section. (i.e., flood light, hotline stick, aluminum pulley, water blaster, etc.)
- b.) Storekeeper shall stage all non-inventory material, tool and/or equipment request, associated with work order number.
- c.) Employee requesting for issuance of non-inventory material, tool and/or equipment shall provide the following prior to issuance:
 1. Associated work order number
 2. Official number
 3. Description of material, tool and/or equipment, as well as quantity
 4. Name and Badge Number
 5. Date of issuance and return date
- d.) Non-inventory material, tool and/or equipment to be issued over the counter will be checked and verified by the employee receiving items and assigned storekeeper to ensure condition, quantity and description item is correct.
- *e.) Issuance of Non-Inventory Material, Tool and/or Equipment, shall require the signature of assigned employee, utilizing mobile scanner. A copy of issuance will then be emailed Respective Division Administration Support personnel.
- f.) All Non-Inventory Tool and/or Equipment shall be returned by the assigned employee, in the same condition item was issued. All returned items shall require the following:
 1. Storekeeper verify tool and/or equipment
 - *2. Assigned employee signature utilizing the mobile scanner. A copy of returned issuance shall be emailed to Respective Division's Administration Support Personnel.

7.0 EMERGENCY REQUIREMENTS

7.1 When necessary, issuance of Non-Inventory materials, tools and/or equipment 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.

*7.2 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) and Supply Warehouse Supervisor as follows:

Dededo Supply Warehouse- Vicente I. Concepcion

Cabras Supply Warehouse- Edward V. Villanueva

Hours of Operation:

Dededo Supply Warehouse	Monday-Friday (7:00am-3:30pm)
Transmission & Distribution Tool Room:	(7:00am-3:30pm)

Cabras Supply Warehouse	Monday-Friday (7:00am-3:30pm)
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Central Maintenance Tool Room #(Ref. Exhibit D)	Monday-Friday (7:00am-8:00am) (11:30am-12:30pm) (2:00pm-3:00pm)
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Transportation Parts & Supply Tool Room	Monday-Friday (7:00am-3:30pm)
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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 for Generation to Cabras Supply Warehouse Supervisor.

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

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.

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- *7.3 **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.

- 7.4 Dededo Supply Warehouse- A JDE work order shall be generated immediately by T/D Shop Planner, Supervisor and/or authorized personnel the next work day.

7.5 Cabras Supply Warehouse– A JDE work order shall be generated immediately by Shop Planner, Supervisor and/or authorized personnel the next work day.

*7.6 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.

Distribution A, B, C & D

ADDED

EXHIBIT B



GUAM POWER AUTHORITY

ATURIDĀT ILEKTRESEDĀT GUAHAN
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

MEMORANDUM

To: Assigned Employee

Via: Supply Management Administrator
Assistant Manager
Division Manager

From: Assigned Storekeeper

Subject: **Inspection of Permanent Personal Issue**

Inspection Conducted: (Date)

During the course of my inspection of your permanent personal issuance, several discrepancies were found. The following items are unaccounted for/damaged and require an immediate resolution as per the Authority Policy-081. (Issuance Procedure of Non-Inventory Tool and/or Equipment)

Two weeks will be given (Date) following this notice to replace of equal value or greater, or to pay unit cost price of the following items.

Inspection Findings are as follows:

1 each - _____
1 each- _____

Should you have any questions please feel free to contact me at _____.

Regards,
Assigned Storekeeper

ACKNOWLEDGED BY:

Print Name _____ Badge Number _____ Date _____

Signature: _____ Division: _____

Acknowledged By: Section Superintendent and/or Assistant Plant Superintendent Date _____

EXHIBIT B2



GUAM POWER AUTHORITY

ATURIDÅT ILEKTRESEDÅT GUAHAN
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

MEMORANDUM

To: Assigned Employee

Via: Supply Management Administrator
Assistant Manager
Division Manager

From: Assigned Storekeeper

Subject: "As Needed Basis"

Inspection Conducted: (Date)

During the course of my inspection of your permanent personal issuance, several discrepancies were found. The following items are unaccounted for/damaged and require an immediate resolution as per the Authority Policy-081. (Issuance Procedure of Non-Inventory Tool and/or Equipment)
Two weeks will be given (Date) following this notice to replace of equal value or greater, or to pay unit cost price of the following items.

Inspection Findings are as follows:

1 each - _____
1 each- _____

Should you have any questions please feel free to contact me at _____.

Regards,
Assigned Storekeeper

ACKNOWLEDGED BY:

Print Name _____ Badge Number _____ Date _____

Signature: _____ Division: _____

Acknowledged By: Section Superintendent and/or Assistant Plant Superintendent Date _____

CODES:

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ADDED

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***EXHIBIT C**
**RECEIVING AND ISSUANCE PROCEDURE OF NON-INVENTORY TOOLS,
EQUIPMENT AND MATERIALS**

*** E-MAIL ADDRESS:**

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

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#P.) Piti 7-

#Q.) Power Plant Maintenance Superintendent-

*R.) Transportation Parts & Supply Receiving- tsupply@gpagwa.com

*S.) Fleet Services Manager- Jimmy D. Pangelinan
jdpangelinan@gpagwa.com

*T.) Fleet Services Supervisor- Raymond Borja
rborja@gpagwa.com

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#Exhibit D



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