1. **Purpose**
   1. The purpose of this procedure is to provide guidance to assure proper removal/addition of inventory to the climate-controlled storage facility for KTG specific motors.
2. **References**
   1. **NA**
3. **Precautions**
   1. **NA**
4. **Frequency**
   1. Prior to removal or addition of an asset to the storage facility
5. **Responsibility**
   1. The driver delivering or picking up the motor is responsible for completing the form
   2. The department coordinator is responsible for submitting the form to the customer and warehousing for inventory adjustment
   3. The motor shop manager is a backup to the coordinator
   4. Warehousing is responsible for inventory adjustment
   5. Backup to warehousing is inside sales
6. **Completion of the form for shipment to KTG**
   1. Hard copies of the shipping/receiving form are located inside the door of the warehouse on the table to the right. Hard copies are also available in the coordinator’s office. The coordinator has access to the forms as well at: S:\#1 ML MR 2020\Annex Storage
      1. Complete everything on the form except for the printed name of the receiver, and signature of the receiver prior to removing the asset from storage.
      2. Shipment of the Asset
         1. Safely load the motor onto a truck and deliver the motor to the location provided by the requester.
         2. Have a delivery ticket and the shipping-receiving form signed at the time of the delivery.
      3. Post Shipment
         1. Return the Shipping-Receiving form to the coordinator
         2. The coordinator shall scan and email a copy of the Shipping-Receiving form to the requester at KTG and warehouse personnel at Hi-Speed
         3. The warehouse personnel at Hi-Speed shall then adjust the inventory accordingly.
7. **Completion of the form for shipment from KTG to the Storage facility or post repair** 
   1. Hard copies of the shipping/receiving form are located inside the door of the warehouse on the table to the right. Hard copies are also available in the coordinator’s office. The coordinator has access to the forms as well at: S:\#1 ML MR 2020\Annex Storage
      1. Complete everything on the form except the Hi-Speed warehouse location at the time of pickup
      2. Shipment of the Asset
         1. Go to the specified door to pick up the motor
         2. Safely load the motor onto a truck and have the shipper complete their name and signature on the form
         3. Deliver the motor to the storage facility and enter the location where the motor was placed
      3. Post Shipment
         1. Return the Shipping-Receiving form to the coordinator
         2. The coordinator shall scan and email a copy of the Shipping-Receiving form to the requester at KTG and warehouse personnel at Hi-Speed
         3. The warehouse personnel at Hi-Speed shall then adjust the inventory accordingly.
8. **Revision Changes**

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| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 9/22/21 |  | New Instruction |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |