### Inventory Transfers

**1.0 PURPOSE AND SCOPE**

The purpose of this document is to establish how items are to be transferred within the company in order to maintain an accurate count.

**2.0 AFFECTED DEPARTMENTS**

Logistics

**3.0 REFERENCE DOCUMENTS**

D0001.1102 ESD Guidelines

D0001.0010 Employee Handbook

**4.0 RESPONSIBILITIES & AUTHORITY**

The Logistics Supervisor maintains authority over the physical transfer of items or products and the data entry into the BSD. All employees who work in the Logistics Department are required to follow this procedure.

**5.0 DEFINITIONS**

BSD – Business Systems Database

ESD - Electro-Static-Discharge

**6.0 SAFETY PRECAUTIONS**

Consult area Supervisor for information on any area specific safety precautions.

**7.0 EQUIPMENT & MATERIALS**

BSD Software

Appropriate computer equipment and accessories as needed

Production Stock Movement Form (D0001.6038-1)

**8.0 INSTRUCTIONS**

Items or products are often transferred from one location to another. Transfers of items or products must be recorded. Movement of items or products may include but is not limited to the following circumstances.

* Items or products may be brought to the Logistics area for transfer to an inventory or shipping location.
* An Employee may request that an item or product be transferred to another part of the company.

The movement of items or products is recorded on the "Production Stock Movement" form to document the transaction.

The form includes:

* Name of the person requesting the transaction
* Date
* Item number
* Quantity
* Serial number if applicable
* Inventory location(s) where item is being transferred from
* Inventory location(s) where the item is being transferred to

The Logistics supervisor or designated Logistics Associate collects the forms and enters the information into the BSD software.

**9.0 INSPECTION**

The employee making the physical transfer of the item(s) or product(s) verifies that the transaction has been accurately recorded on the "Product Stock Movement" form.

**10.0 RECORDS**

The Production Stock Movement Forms are kept in Logistics for at least three months. An electronic history is kept in the BSD for at least one year.

**11.0 DISTRIBUTION**

Logistics

**12.0 ATTACHMENTS**

Production Stock Movement Form D0001.6038-1

**13.0 REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
|  | B | 09/26/00 | NJ | Added reference document #’s and info to where the stock movement form is kept and who is responsible to delete it. |
| 456 | C | 07/26/02 | NJ | Changed to reference the Employee Handbook for the Safety policy. Added on the transfer form to show the quantity of parts being moved locations. And added that a Technician can also move the equipment between labs or other locations. |
| 570 | D | 7/16/03 | JEB | Minor edits, converted to a work instruction. D0001.1038 to D0001.6038. |
| 1221 | E | 6/17/09 | MRF | Minor updates |
| 2006 | F | 11/16/20 | NJ | Updated to add serial number section to form D0001.6038-1 |
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