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# Purpose

## To define and scope the process for requesting material that allows trackability and traceability through the EP and Nesbitt facilities.

## Shows traceability and current location of material moving through the facility.

# Scope – applies to where & when the Procedure is used

## This process is to be used when materials are moved within MTS EP outside of a production order.

# Definitions and Acronyms (if needed)

## Designated Individual (DI) – Person who is trained and has SAP rights to create TR’s.

# Graphic (if needed)



# Responsibilities

## Designated Individual – Designed to be an admin role for coordinating the movement of material.

### Responsible for creating TR’s

### Monitoring the status of created TR’s

### Coordinating communications to and from requestors

### Issuing goods to projects

### Working with material handling to resolve materials stuck in non-pickable locations

## Material Handler –

### Showing trackability and traceability of materials by scanning them into and out of locations as the material is moved to the final requested location

## Requestors –

### Working with DI’s to initiate the creation of TR’s and Goods Issues

### Working with material handlers to ensure materials are not moved without necessary SAP moves taking place

## Operations –

### Working with material handlers to ensure materials are not moved without necessary SAP moves taking place

# Procedure

## Material requests for non-production order materials

### Employee sends a request to a DI to move material from the warehouse to a specified location in EP.

#### The request should include…

##### Material Number(s)

##### Quantity

##### Target SAP location

##### Project Number

### A DI creates a TR in SAP transaction LB01 for the requested materials.

### If the part is in a pickable location, SAP will convert the TR’s to TO’s twice a day and print the TO.

### Material handling will pick the TO.

#### If the material is located at Nesbitt – material will be transferred to EP via truck, then moved to the requested SAP location.

#### If the material is located in the Stockroom -the material will be moved to the requested SAP location.

### Once the material arrives at the requested location, the material handler scans the material into the SAP location.

### The DI monitors LL01 to see status updates on generated TR’s. Once all materials have shown they have been picked, the DI communicates this to the requestor.

### The requestor physically verifies all material has arrived at the requested SAP location.

### When materials are ready to consume to the project, the requestor then requests the DI to perform a 281 Goods Issue to the project.

#### If material is going to remain on the floor for a period of time, wait to issue materials until parts are consumed into a build or are shipping.

### The DI performs the 281 Good Issue in SAP transaction MB1A as requested.

## Secondary material movements in the facility

### All materials that have not been issued to a production order or project will show in a specific SAP location.

### If the material needs to be moved to a different location physically, SAP must reflect this move.

#### All employees are responsible for ensuring the SAP moves take place. Production leads and employees are going to be the primary individuals making these moves. It is their responsibility to ensure material locations are correct.

##### These individuals should make the systematic move if they have access to the necessary transactions.

##### Or contact stockroom or a material handler to make the movement.

# Associated Quality Records – as stated in the Quality Records List

*Enter resulting document or record to be kept on the QMS records list.*

|  |  |
| --- | --- |
| **Required Record** | **QMS Web Location** |
|  |  |
|  |  |
|  |  |

# Reference Forms / Templates / Documents

|  |  |
| --- | --- |
| **Form / Template / Document Title** | **QMS Web Location** |
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# Current Revision Training Requirements

Training requirements are determined by the document owner.

1. List required LMS Course Number.
2. Checkmark which type of training.
3. List the functions or groups that require the training.

|  |  |  |  |
| --- | --- | --- | --- |
| **LMS Course Number** | **Read &**  **Test** | **Instructor Evidence** | **Functions or groups that require this training** |
|  |  |  |  |

# Revision History & Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision History** | | | |
| **Rev** | **Description of Change** | **Author** | **Effective Date** |
| A | Release | Nic Trcka | 12/8/20 |
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| --- | --- | --- |
| **Required Approvers for Current Revision** | | |
| **Name** | **Function** | **SharePoint Approval** |
| Derek Landon | Logistics |  |
| Jeff Huss | Project Engineering |  |
| Mark Wallace | Operations |  |
|  |  |  |
|  |  |  |

*Approvers must include the managers of the functions listed within the Responsibility Section*

*The Quality Management Representative shall approve Test-wide procedures*