TA34 Rev NR

Fixture Storage Location Updating

No

Yes

Is this a new fixture?

Production Manager

Add fixture to already labeled specified storage location.

Production Manager

Production Manager responsible for receiving fixture from Engineering and placing fixture into easily accessible storage location, documenting location, and if necessary ensure the location is forwarded onto Syteline Fixture Manager.

Syteline Fixture Manager

Captures necessary PN and departmental location of new fixture and enters information into Syteline Database.

Inform Syteline Fixture Manager of fixture PN and fixture department location.

Production Manager

Production Manager

-Pick new fixture storage location.

-Print out and laminate label (and /or picture) of fixture with PN and location number.

-Clearly label drawer or rack, store fixture.

-Update department fixture inventory index sheet with new PN and location.