Materials Management
Process Overview

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Return to Inventory RTI

A process to allow items issued from the storeroom inventory or purchased as a non-stock item but not used for an equipment repair can be returned to the storeroom and credited to the Work Order (WO), thus ensuring accurate equipment repair history.

Basic Trigger →

- Unused material returned to the storeroom to be credited to the WO

Final Output ←

- Accurate material usage and inventory management

Key Steps

1. Item is returned to the storeroom with its original packaging, Material Request, and WO for accurate crediting and documentation by the Maintenance Planner
2. Storeroom clerk inspects the item and (if it is a stock item) decides whether to return to inventory
3. Item is labelled and staged
4. If not a stock item, Maintenance Planner and Buyer should contact Vendor/Supplier about its possible return
5. If item is returnable, return is handled through the Return to Supplier process

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What's Different?

- Unused items are returned to the storeroom for credit to the WO
- Items assumed to be installed during the equipment repair are not held in shops or Maintenance Tech's lockers

Benefits

- More accurate equipment repair history supports proactive maintenance
- Unused spare parts are returned for credit and are visible in the inventory not in an unauthorized storage area or tool box
- Maintenance planners are better able to schedule equipment repairs because they understand the performance status of the production equipment