**Purpose**

The Team is comprised of cross-functional personnel responsible for the development of MRO spare parts inventory and storeroom management standard work and operations improvements.

The vision for our storeroom is to minimize delays for Operations, Maintenance, and Warehouse personnel through proactive management of MRO materials.

Our storeroom's mission is to optimize space, handling, and inventory investment by managing inventory in line with demand.

**Duration and Time Commitment**

Storeroom and spare parts inventory management improvement is expected to be implemented in 9 months.

Sept-Oct Team kickoff; charter, document current condition, process approval

Nov Process training

Dec-May Implementation, coaching, audits and improvements

**Meetings**

Weekly meetings – Wednesday at 8:00am

**Scope:**

Receiving, Stocking, Kitting, Issue Part, Unplanned Issue, Return to Inventory, Return to Vendor, Obsolete Item Identification

Areas: Area 4 spares inventory, multiple unmanaged line-side storage areas

**Objectives**

* All managed spares identified and properly controlled in the warehouse
* Line-side spares and locations identified and optimized
* Material spend validated vs. warehouse material transactions
* All materials kitted and staged for planned tasks
* All parts issued and delivered on or before need date
* Policies and procedures in place to hold people accountable for following approved processes
* Roles and responsibilities defined to support effective and efficient receipt, quality inspection, proper identification and management of stored materials

**Members:**

Executive Sponsor: Plant Manager, Project Manager: Storeroom Manager

Members: Storeroom Clerk, Reliability Engineer, Maintenance Planner, Maintenance Supervisor, Production Supervisor, Buyer

**Desired End Result**

Materials management scorecard results improve and trend closer to targets

MRO inventory and storeroom operations actively contribute to business operations

**Deliverables**

* Process packages
* Coaching cards
* Materials management scorecard
* Tools associated with inventory counts and variance reporting

**Linkages**

* + Maintenance, Engineering, IT, Procurement, HR, Production