

Activity	Storeroom Supervisor	Storeroom Attendant	Procurement	Maintenance	Reliability Engineer	MRO Materials Focus Team
Maintain operational inventory accuracy at 98+ percent.	A	R				I
Process all MRO materials-related transactions in a timely and accurate fashion.	A	R		C	C	C/I
Ensure that on-hand inventory remains in usable condition and is within its expiration date by (a) using proper storage equipment to protect materials and (b) rotating stock so that the oldest is used first (FIFO).	A	R				I
Optimize storeroom for maximum efficiency by (a) arranging storage equipment, (b) properly locating ID labels, and (c) arranging materials by Activity / Space Index.	A	R				I
Ensure that all usable MRO materials are (a) stored in their secured, assigned storage location and (b) recorded accurately in inventory records.	A	R				I
Maintain 100% service level for parts that are on hand. (Note: Users must give sufficient advance notice based on established planning protocol. Materials Management is not responsible for the service level of parts not yet delivered by suppliers.)	A	R				I
Properly train and supervise Storeroom Attendants.	A, R					I
Assign storeroom work schedules to ensure requested parts are delivered on time for each Maintenance shift.	A, R					I
Deliver appropriate quantity and quality of requested parts to Users at the correct location (a predetermined delivery zone) and time (by the beginning of the User's shift, if possible).	A	R				I
Properly handle, record, and control non-stock materials received, maintaining them in a secure area organized by work order number.	A	R		I		I
Perform cycle counts according to predetermined schedule and policy. Count each item at least once per year, count items with high usage value more frequently (e.g., by ABC Classification), investigate and resolve discrepancies on a timely basis, and maintain accurate records of cycle count discrepancies.	A	R				I

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Secure storeroom and strictly control access using any necessary security equipment. (Note: Storeroom personnel has authority to deny access to anyone except Site Manager and Auditors.)	A	R				I
Maintain warranty records and provide information to Maintenance and Procurement.	A	R	I	I		I
Maintain repairable part records.	A	R	I	I		I
Create purchase requisitions for items not set for automatic reorder, such as free-issue goods, and repair or replacement requisitions for repairable parts. Leverage electronic requisitioning to minimize manually created requisitions.	A	R				I
Replenish free-issue bins in maintenance shops (unless supplier-managed).	A	R				I
Ensure replenishment timing and quantity accord with established MIN / MAX inventory levels.			A, R			I
Convert purchase requisitions into purchase orders and communicate to suppliers quickly and accurately.			A, R			I
Always buy on contract items with national contracts (i.e., avoid "maverick" purchases).			A, R			I
Negotiate best terms for items not on national contracts (price, lead time, transportation, etc.).			A, R			I
Expedite delivery, but only when necessary.	I		A, R	I		I
Maintain up-to-date Supplier Master, following established policy, by (a) requesting setup and obtaining Accounting approval for new suppliers, (b) deleting terminated suppliers, and (c) updating supplier records.			A, R			I
Manage supplier performance by (a) monitoring supplier compliance with PO terms and (b) monitoring / reducing Supplier Lead Time.			A, R			I
Manage carrier performance (separate from supplier performance) by (a) monitoring carrier compliance with contract terms and (b) monitoring / reducing Carrier Lead Time.			A, R			I
Determine parts covered under Warranty Administration Program.	I	I	A, R	I	C	I
Establish Repairable Parts Authorizations.	I	I	A, R	I	C	I
Maintain complete, accurate, and up-to-date BOM.	I			A, R		I

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Maintain up-to-date part Criticality Codes (preferably expected shortage cost per day).	I			A, R	C	I
Provide advance notice of equipment retirement or deactivation.	I			A, R		I
Provide sufficient advance notice of shutdowns to Materials Management and Procurement so they can manage any increased workloads effectively.	I			A, R		I
Plan material requirements for all planned work orders.				A, R		
Plan non-emergency work orders sufficiently far in advance of Replenishment Lead Time. (This allows the storeroom to carry less inventory).				A, R		
Reserve planned parts in the EAM system.				A, R		
Create pick tickets for all work orders that require parts. (For planned and scheduled jobs, this involves generating pick tickets that print in the storeroom the afternoon or evening before jobs are scheduled to begin. For unplanned jobs, Maintenance Supervisors must complete parts reservations to support the creation of a pick ticket.)				A, R		
For all jobs placed on Daily Work Schedule, indicate when and where parts should be delivered, providing at least 12 hours advance notice to the storeroom. (Note: Delivery zone is printed on pick ticket automatically.)				A, R		
Return any unused parts to pickup zones as soon as the job is complete, following established procedures. Include Materials Return Tag indicating the work order number, part number, quantity returned, the reason for return, etc.	I	I		A, R		
Handle repairable parts removed from equipment following established procedure.	I			A, R		
Handle parts covered under Warranty Administration Program following established procedure.			C	A, R		
Meet monthly to discuss and resolve cross-functional issues related to MRO materials.	C		C	C	C	A, R
Review actual results against key performance indicators (KPIs) and identify needed improvements.	C		C	C	C	A, R
Provide feedback and support to other team members.	C		C	C	C	A, R

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Review additions, deletions, and changes to Materials Catalog to ensure compliance with policy.	C		C	C	C	A, R
Determine which items are handled as free-issue goods.	C		C	C	C	A, R
Review and approve suggested changes to MIN / MAX inventory levels.	C		C	C	C	A, R
Coordinate continuous improvement efforts for MRO materials.	C		C	C	C	A, R
R = Responsible A = Accountable C = Consulted I = Informed						