

Title: Inventory Control

1.0 Purpose

1.1. This procedure defines the system to control inventory at **COMPANY**.

2.0 Responsibility

2.1. Production Control is responsible for this procedure.

3.0 Requirements

3.1. The narrative contained in **6.0 Method** (Flowchart and/or Narrative) defines the methods used to control inventory at **COMPANY**.

4.0 Definitions

4.1. KanBan – A method of Just-in-Time production that uses standard containers or lot sizes with a single card attached to each.

5.0 Records

5.1. Records of inventory requisitions are maintained by Production Control.

Record	Description	Location	Retention
Inventory requisition logs	Record of inventory	Departments / work cells	5 years minimum

6.0 Method

6.1. INVENTORY

Inventory will be handled with a 2-bin system, (KanBan), according to specific Work Instructions.

6.1.1. One bin will be placed in the assembly area, and the other bin will be placed in the Inventory Control Room.

NOTE: Both bins may be in the Inventory Control Room.