UES Internal Policy - Business Services

<table>
<thead>
<tr>
<th>Policy Area: PRODUCTION</th>
<th>Title: New Stock Item</th>
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<tbody>
<tr>
<td>Approved by: Les Williams</td>
<td>Approval Date: 11/12/2012</td>
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<tr>
<td>Next Scheduled Review Date: 12/1/2013</td>
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1. Policy Statement:
This policy establishes the procedure and provides guidelines to all UES personnel when requesting a new part to be added to inventory. The request will be evaluated based on operational need, local availability and lead time.

2. Procedure:
   A. Complete the New Inventory Request Form. One form per part.
      1) Justification:
      2) Manufacturer Part #:
      3) Part Description
         a) Model/Serial number
         b) Vendors
         c) Lead Time
         d) Unit Cost
         e) General Specifications
      4) Vendor Information
         a) Contact – Vendor contact name, e-mail & phone numbers
         b) Address – Vendor address
      5) Is there a local vendor for this part? Drop down Yes or No
      6) Function:
      7) Unit of Measure:
      8) Estimated Annual Usage:
      9) Min:
      10) Max:
      11) Will other groups be able to utilize this part? Drop down Yes or No
      12) Other Comments:

   B. The New Inventory Request Form will be reviewed by the shop supervisor and submitted by the shop manager to UES Procurement.
   C. All requests will be carefully evaluated by UES Procurement personnel and approved by the Business Services Manager.
   D. UES Procurement creates new part number and bin in AiM, and attaches the approved New Inventory Request Form to the Inventory Part Profile.