

Receiving Goods and Storing Process

Process Definition



	RECEIVING GOODS AND STORING PROCESS DEFINITION		Document No	TIU.QM.PR.085E
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1. SUMMERY

- 1.1. This document defines the process of Receiving Goods and Storing
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Rasha Alkabbanie	Nurrullah Darici	Dr. Wasfi Kahwachi
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

1. PROCESS DEFINITION

- 1.1. The purpose of this process is to receive the goods purchased (through Purchasing Procedure), checking then storing them properly in the university store.

2. PROCESS OBJECTIVES AND METRICS

- 2.1. Process objectives for this process are defined in the "Quality Objectives of Tishk International University" document.

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2.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.

2.3. The targets of each objective are determined in October of every academic year.

2.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Insuring the quality of goods received	% of damaged goods after recipient	Purchasing
Insuring that the storing process would preserve the goods stored	% of damaged goods due to storing	None

3. PROCESS OWNERS AND RESPONSIBLE PARTIES

3.1. The owner of this process is **Purchasing Committees**.

3.2. **The members of purchasing Committees** will ensure proper fulfillment of the requirements of this process.

3.3. The **Administrative Manager** will ensure proper resources are provided for this process.

4. TYPICAL PROCESS INPUTS AND RESOURCES

4.1. Technical Information Needed:

- Purchase Order.
- Quotation issued by the supplier.
- Supply requests.

4.2. Resources/Facilities and Techniques needed:

- Some testing tools and equipment.

4.3. Resources/Personnel needed:

- Members of purchasing committee.

4.4. Special training needed

- None

5. SUP-PROCESSES WITHIN THIS PROCESS:

- Receipt And Storage Of Materials Supplied By Suppliers Process
- Issuing Out Materials To User Departments Process
- Notifying The Need For The Disposal Of An Item

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6. TYPICAL PROCESS OUTPUTS

6.1. Service produced:

- Goods received and checked.
- Goods stored.
- Supply requests responded to.

6.2. Documents produces :

- None.

6.3. Records produced:

- Store Log
- Supply Request IU.FN.FR.002E

7. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Goods may get lost in the store	Likely to occur	Moderate	None	Buying and Using Inventory Log System

8. STEPS

10.1 For sub-process: Receipt And Storage Of Materials Supplied By Suppliers Process

1. When the goods are supplied to the university, the member of Purchasing Committee and the store keeper receive and check the quantity of the received goods and makes sure of the quality by choosing some patterns randomly and checking them.
2. Store keeper register all the received goods and their quantities in the Store Log .
3. Store keeper organizes the goods in the store in a suitable way.

10.2 For sub-process: Issuing Out Materials To User Departments Process

1. When any employee in the university needs some material, he/she fills Supply Request (IU.FN.FR.002E) and then pass it to his/her head of department. if the head of department approves the request , he/she passes it to the superior dean – director ...
2. If the request is approved, it is sent to vice general secretary. If the value of the request is less than 500\$, it will be funded from the specified Administrative Manger budget.

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3. If it is more than 500\$, the Administrative Manger brings the request to the financial committee for recommendation and approval.
4. The Administrative Manger announces the need of a providing the requested material and asks the companies which want to provide it to submit their offers.
5. The companies send their quotations which includes Prices – Level of Quality – Timetables...

10.3 For sub-process: Curriculum Review

1. The employee informs the Administrative Manager about a material needs disposing.
2. Administrative Manager inform maintenance staff to check whether that material can be fixed or not, if it can be fixed, maintenance department fix it. If not, the maintenance department informs the Administrative Manager that it needs to be disposed.
3. No method of recycling or benefiting from disposals has been applied yet.
4. Only some iron and plastic materials are sold to some stock buyers.