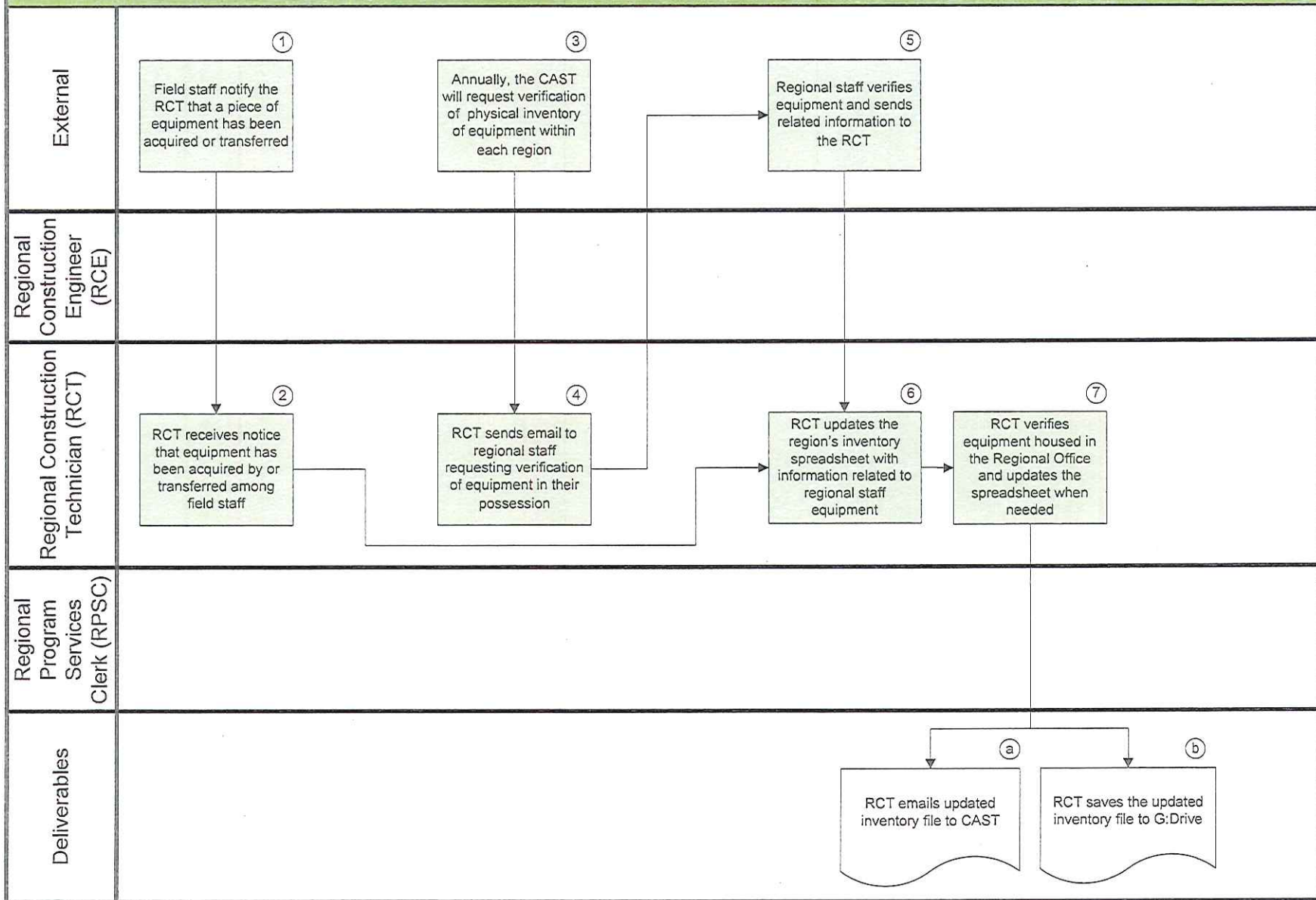


Tab 12

# Physical Inventory Process



**Physical Inventory Process**  
**Work Instructions**

Revision Date: April 19, 2012  
Revision No: 1  
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Resident Engineer (RE) sends notification to Regional Construction Technician (RCT) requesting equipment		RE sends notification to RCT requesting equipment	
2. Regional Construction Technician (RCT) receives request and arranges transfer of equipment or arrival of new equipment to Resident Engineer (RE)		RCT receives request and arranges transfer of equipment or arrival of new equipment to RE	
3. Resident Engineer (RE) verifies that equipment has arrived and/or transfer completed and notifies Regional Construction Technician (RCT)		RE verifies that equipment has arrived and/or transfer completed and notifies RCT	
4. Regional Construction Technician (RCT) updates the region's inventory		RCT updates the region's inventory	
5. Construction Administrative Services Technician (CAST) requests verification of physical inventory housed in the region		CAST requests verification of physical inventory housed in the region	
6. Regional Construction Technician (RCT) sends email to regional staff requesting verification of equipment in their possession		RCT notifies regional staff requesting updated physical inventory in their possession	
7. Regional staff verifies existing equipment and sends information related to any new equipment to the Regional Construction Technician (RCT)		Regional staff verifies existing equipment and sends information related to any new equipment to the RCT	
8. Regional Construction Technician (RCT) updates the region's inventory spreadsheet with information related to regional staff equipment		RCT updates the region's inventory spreadsheet with information related to regional staff equipment	At this step any equipment that has been replaced, deemed out of commission, or returned will need to be updated within the spreadsheet, if not done so already

**Physical Inventory Process**  
**Work Instructions**

Revision Date: April 19, 2012  
Revision No: 1  
Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
9. Regional Construction Technician (RCT) verifies equipment housed in the Regional Office and updates the spreadsheet accordingly		RCT verifies equipment housed in the Regional Office and updates the spreadsheet accordingly	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Regional Construction Technician (RCT) saves the updated inventory file to G:Drive		RCT saves the inventory file to the G:Drive in the Regional Projects Status Folder	
b. The Regional Construction Technician (RCT) emails the updated inventory file to Construction Administrative Services Technician (CAST)		RCT emails copy of the updated inventory file to CAST	
c. Regional Construction Technician (RCT) saves the updated inventory file to G:Drive		RCT saves the inventory file to the G:Drive in the Regional Projects Status Folder	