Kanban Supplies Procedure

To Avoid stock outages: Take from the <u>top bin</u> only

Did you take the last item from the bin?

    1. Remove the label from the top bin, place in "SUPPLIES TO ORDER" bin
    2. Rotate the bin so empty bin is on the bottom.
    3. When item has been ordered Label card turned over to indicate "ORDERED"

Stock outage? Both bins empty?

    1. Place red label in bin
    2. Notify Sr PCA that we are completely out

Want to change a location? Or Change the Number of item supplies?

A change request form is required before moving any supplies to a different location. It should be filled out completely and given to the manager for approval. Forms are located in the Supplies Process Binder.