

S5 Parts Room Design Standardization Task Force

01/19/2024

Agenda:

- Discuss RP pathway to Spring 2023 TMC Meeting
- Review & finalize content
- **Reminder**
 - This is an open meeting of the Technology & Maintenance Council, held in accordance with ATA Antitrust Guidelines which are listed in your meeting packet.
 - Audio or video recordings are not permitted at this session. However, photography is permissible.
 - The opinions expressed in this meeting are those of the individual and not necessarily the opinion of his/her company nor of TMC unless stated otherwise.

Task Force Leadership Update

- Chair: Wayne Skinner, Ozark Motor Lines, Inc.
- Co-Chair: Chad Kinnison, Total Transportation of MS
- Secretary: Tom (TK) Kilchenstein, Fleetpro, Inc.

Parts Room Design Standardization – The RP Pathway Forward

Scope

- Fleets (not retail or service providers since they will have different goals for inventory, etc.)

Purpose

- To provide guidance to fleets and to assist in consistency within each fleet's shop locations.

Content Categories

- 13 Content categories were outlined and agreed upon during the Spring Task Force update.

Content Development

1. Assigned content reviewers.
2. Task Force volunteers agreed to review the assigned content and either approve or make changes.

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Updated Category language	Volunteer Needed for review & update
Best practices for implementing and utilizing minimum and maximum ordering systems.	Wayne
Setting goals for actual versus reported inventories.	Wayne
Strategies for selecting closed vs open parts rooms.	RJ
Guidance on how to set up and define bin locations by row, column, and shelf.	Chelsea Seger
Guidance on inventory timing for dormant parts.	Jeff Baker
Process for disposing of dormant or obsolete parts.	Jeff Baker / John Oneil
Guidance on how to process unused and / or unusable parts in inventory.	Josh Oneil
Best practices for handling warranty parts	Stuart Doane
Best practices for handling part cores.	Stuart Doane
Ways to organize inventoried parts using VMRS or other numerical part numbering system.	TK
Best practices for handling consumable parts.	TK
Best practices for parts room cleanliness and proper lighting.	Chad
Timing for when parts should be charged out of inventory.	Chad
Development of an RP glossary.	Wayne

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January Meeting Goal

- Goal for 01/19/24 call is to review content recommendations and get consensus from the Task Force members on the call.
- If consensus is achieved, we will move forward toward draft completion.
- If not – we will need to schedule February calls.
- Scheduled for 1.5 hours to press through content

Call Timing

- Plan on regular TF check-in Zoom meetings before New Orleans / review of content.
 - TF update call November 10th – 0930CT – complete
 - TF update call December 8th – 0930CT – Complete
 - TF Update call January 19th – 0930 – 1100CT – in progress
 - Possible TF update call February ? (before Spring meeting)
- Agendas posted on TMC Connect
- TK will post TF call minutes

Spring 2023 meeting report out (March)

1. Task Force overview
2. Full review of content in final draft form
3. Print outs for TF attendees to review
4. Announcement for balloting

Wrap Up

- Any questions?
- What are we missing?