S5 Parts Room Design Standardization Task Force
02/09/2024

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 Kinnision, Total Transportation of MS
- Secretary: Tom (TK) Kilchenstein, Fleetpro, Inc.

Parts Room Design Standardization – The RP Pathway Forward

Content Categories

- 13 Content categories were originally outlined and agreed upon during the Spring Task Force update.
- After further evaluation – we have pared this down to 10 categories
  - Other 3 categories are either out of scope or covered by an existing RP
    - Process for disposing of obsolete parts.
    - Guidance on how to process unused and / or unusable parts in inventory.
    - Guidance on inventory timing for dormant parts.
  - (Some slight overlap with other RPs is acceptable)
  - Bring up motion to strike "Setting goals for actual versus reported inventories"

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
Conclusion	Wayne

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February Meeting Goal

- Goal for 02/09/24 call is ==final== review of content recommendations and get consensus from the Task Force members on the call.
- Once consensus is achieved, we will move forward toward draft completion.
- Scheduled for 1.5 hours to press through content.

Call Timing

- 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 – complete
  - TF Update call February 9th – 0930 – 1100CT – in progress
- Agendas posted on TMC Connect
- Pre-draft 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

- Need your pics please
- Any questions?
- What are we missing?