



GORLY EQUIPMENT SDN BHD (201501027985) (1153309-M)
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Spare Parts Handling Procedure

1. Outgoing (Taking Spare Parts from Racking)

When a technician needs to take spare parts from the racking:

1. Take the required spare parts from the racking.
2. Take a clear photo of the parts taken.
3. Send the photo to **Gorly Spare Parts (WhatsApp Group)**.
4. Record the details in the logbook, including:
 - Part name/description
 - Quantity taken
 - Date
 - Technician name

2. Incoming Stock (Placing Spare Parts into Racking)

When receiving spare parts from a supplier:

1. Receive the spare parts from the supplier.
2. Take a clear photo of the items received.
3. Send the photo to **Gorly Spare Parts (WhatsApp Group)**.
4. Place the items in the correct location in the racking.
5. Record the details in the logbook, including:
 - Part name/description
 - Quantity received
 - Date
 - Technician name