

Openreach Free Issue: HOW TO RETURN STOCK AND CABLE FROM ENGINEERS TO THE STA

Standard Operating Procedure

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Section 1: Introduction

Purpose

The purpose of this SOP is to explain the process for accepting stock, cable and drum returns from personnel (UINs), into the STA.

Scope

This SOP is for all **Store's Leads** and **Warehouse Operatives** who are responsible for accepting returns of stock, cable and drums from personnel to an STA or dependant satellite STA.

This SOP is for all MATS users with **Stores Admins** or **Stores Person** user roles to explain how to perform the transaction in MATS.

Responsibilities

It is the responsibility of all **Store's Leads** and **Warehouse Operatives** to check the accuracy of stock, cable and drums returned by Engineers to the STA.

It is the responsibility of all **Stores Admins** and **Stores Person** to record the receipt in MATS.

It is the responsibility of **Engineers** to:

- Provide accurate documentation of their returns;
- Ensure that all cable drums are returned (even if they are empty) with the completed **Cable Record Form** that details the length of the cable used, in metres, for each **Work Order Estimate**.

Only those trained in this SOP must accept stock, cable and drum returns.


Section 2: Principles of Returns

The return of materials ensures that it is made available for re-issue to other Work Order Estimates and it reduces the overall volume and value of materials that MTS is financially accountable for, thus reducing the financial risk of losses.

If an engineer requests materials on one Work Order Estimate but subsequently uses them on a different Work Order Estimate, he must convey this information to the Store's Lead. In MATS, the materials must be credited back to the original Work Order Estimate and then re-issued to the correct WO Estimate. This maintains the integrity and accuracy of the data reported in MATS and conveyed to Openreach in the daily feeds.

Section 3: Returning Stock and Cable

All engineers returning materials to a store must complete a **Stock and Cable Returns from Gangs** form and / or the completed **Cable Record Form** that was issued with the drum.

Stock and Cable Returns from Gangs				 A part of MGroupServices		
Part number	Description	Returned from WO Estimate	Drum Number (Return Cable on MATS)	Unit of Measure (or) Cable Length Returned in Metres	Qty Returned (Return Stock on MATS)	Put-away Location (for updating MATS)

Returned By Print Name: _____	Received By (Print Name): _____	Date: _____
UIN: _____	Returned on MATS by: _____	Date: _____
Supplier company name: _____		
Date: _____		

	A	B	C	D	E	F	G	H	I	J
1	Cable Record Form - Multiple Jobs / Drum									
2	Cable issued to MTS WO Estimate									
3										
4	Drum ID									
5										
6		Start Length							Metres	
7										
8	Length Used					Estimate Number:				
9										
10	Length Used					Estimate Number:				
11										
12	Length Used					Estimate Number:				
13										
14	Length Used					Estimate Number:				
15										
16	Length Used					Estimate Number:				
17										
18	Length Used					Estimate Number:				
19										
20	Length Used					Estimate Number:				
21										
22	Length Used					Estimate Number:				
23										
24	Length Used					Estimate Number:				
25										
26	Length Used					Estimate Number:				
27										
28	Length Used					Estimate Number:				
29										
30	Length Used					Estimate Number:				
31										
32	Length Used					Estimate Number:				
33										
34										
35	Returned with remaining length of:					Metres				
36										
37	Returned Empty ✓									
38										
39	Cable Used on KIM, remaining length scrapped and drum decommissioned									
40										
41										

Returning Stock: Form Completion

The stores person must:

- Ensure each form is complete and accurate at the point of return;
- It is unlikely that the engineer will know the quantity of stores that has been issued to him previously, so the MATS administrator / Stores Person will have to interrogate the MATS history for previous WO Estimates to be able to re-stock to the same Work Order Estimate;
- Counter check all returned stock and cable for accuracy against the form;
- Ensure drums returned have the corresponding length of cable remaining on the drum that is claimed on the form;
- Counter sign the form;
- Return all stock to the correct locations promptly **making a note of the location on the form** as this will be required for updating MATS.

Returning Stock on MATS

Stock must be transacted in MATS as soon as possible, to ensure you have an accurate quantity of available stock should there be an audit.

Return Stock can be done in two ways.

Login to MATS. Go to **Reports>Asset Details**, limit the report to the Person you wish to return stock from.

The screenshot shows the MATS web application interface. The top navigation bar includes 'Cable', 'Stock', 'Reports', and 'Admin'. The 'Reports' menu is expanded, showing 'Asset Details'. The report is filtered by 'Person' and shows a list of assets. The table has columns for ID, Asset Type, Drum, Part No, Part No Description, UoM, Qty, LocType, STA, Site, Location, and Last Activity. The first few rows of the table are visible, showing assets like 'TOOL LESS ADAPTER PLATES', 'TAG CABLE MARKER LABEL OPTICAL', and 'PEN MARKER NO 2'. The bottom of the table shows a pagination bar with '1 - 10 of 114 items'.

Limit the report further by entering the Part No, then right-click and select Return Stock

The screenshot shows the MATS web application interface with the 'Asset Details' report. A right-click context menu is open over the first row of the table, which is 'TOOL LESS ADAPTER PLATES'. The menu options are: 'Filter by TOOL LESS ADAPTER PLATES', 'View Stock Record History', 'Handover Stock', 'Use Stock', 'Return Stock', 'Audit Engineer Stock', and 'Adjust Engineer Stock Qty'. The 'Return Stock' option is highlighted.

The screen will open in the **Return Stock** menu. Select the **Destination Site**, enter the **Return Qty**, Select the correct **Put to Location** and enter the WO Estimate in the **From Job Ref** field. Lastly, click **Return**.

The second way is (easier if more than one item is being returned):

- Log into MATS and go to the **Stock** menu and select **Return Stock**

- If more than one item was returned from that Person, these can be added at the same time. Click the black **+** underneath the first Stock Item line to add another row
- Once you have finished all lines of Stock for the return then click the **Return** button

Stock Returns: Scrap

There might come a time that stock needs to be scrapped due to damage incurred during storage or fitting etc.

ONLY ADMINISTRATORS CAN SCRAP STOCK – contact National Logistics with a list of what you require scrapping.

Section 4: Cable Returns

As per the Cable Life Cycle in *SOP 4 Issue Stock and Cable*, cable issuing is only 1 step in the process of the cable lifecycle. **Cable issues are a closed-loop process which always ends with the return of the drum to the supplier or in the event of loss of theft it will be decommissioned.**

Set up a 'quarantine' area in the yard for drums and reels awaiting collection for return to supplier.



Plywood reels

R5 – Non-returnable Reel – scrap in wood skip

R6 – Smallest Returnable Reel

R1 – Second Largest Returnable Reel

R2 – Largest Returnable Reel. Same height as R1 but larger width.



Timber drums

The third letter indicates the size of the drum (reference the Drum Size Matrix)

ALL WOODEN DRUMS ARE RETURNABLE.

The unique engraved drum number starts either CB or BT and then a third letter followed by 5 digits and often another letter



Empty Drums / Reels

Engineers must return **ALL** drums and reels to the STA even if all of the cable has been used on the job and it is empty.

Small R5 Reels

Cable that was supplied on small R5 reels and treated as 'Stock' with a Unit of Measure of *Each*, must be restocked following the stock process for whole drums. If the drum is part-used drums it can be scrapped in the Stillage or Copper Skip.

Part used Drum / Reels

Part used drums and reels must be returned to the STA. The cable used must be recorded and then it can be re-issued until it is of no longer a viable length at which point it is **Returned to Supplier**.

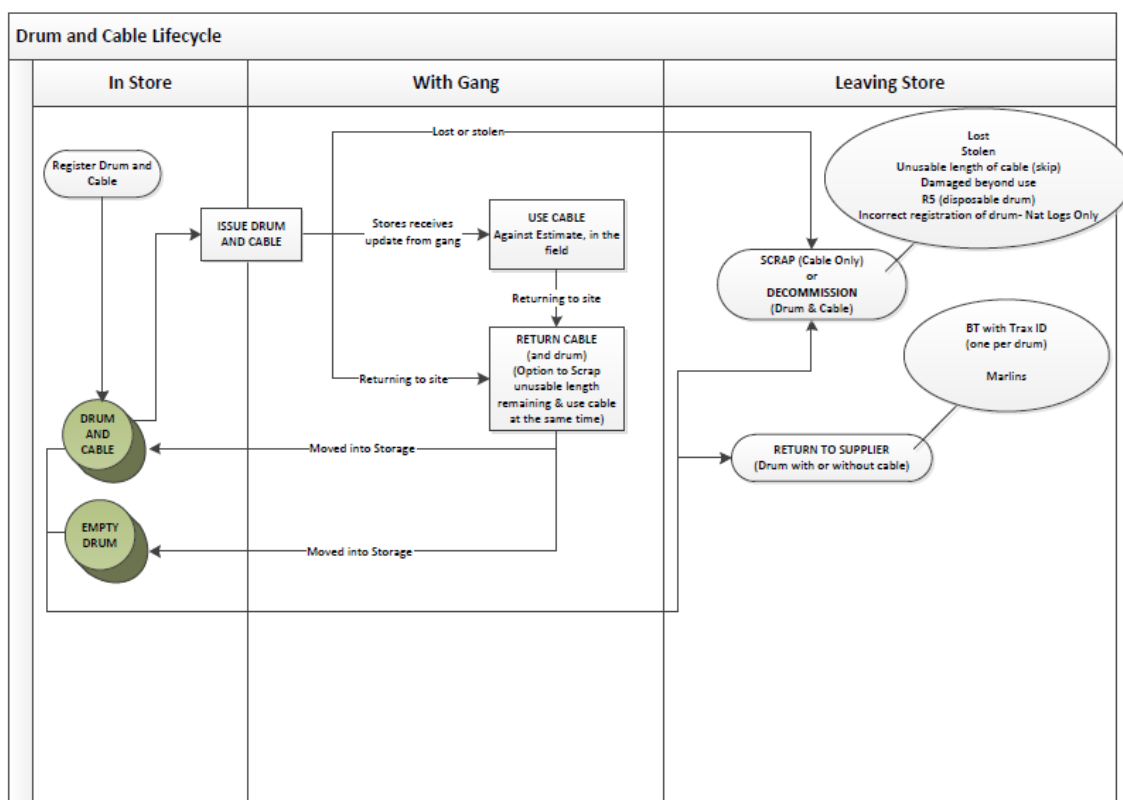
Suppliers are not to 'dump' drums at STAs without providing the appropriate usage information and Cable Record Form. MATS has a record of personnel who have been issued each drum so this can easily be checked.

Cable Returns: Decommission

The drum must be decommissioned on MATS if:

- The drum has been lost or stolen. These drums must be reported to National Logistics to transact along with the Crime Reference number.
- The empty drum is damaged beyond repair;
- It is an R5 reel;
- The only other instance is if it has been registered with the incorrect order number. A system-adjust decommission function will be performed by National Logistics and the drum will have to be re-registered.

Cable and Drum Lifecycle



Cable Returns: Use Cable in the Field

Cable can be **used in the field** if an engineer provides the STA with the usage details. The drum remains with the engineer, who will have to return the drum to the STA at a later date.

Go to **Reports>Asset Details**, limit the report to the **ID**, entering the drum number and limit the report to Person Location and the engineer, perform the search. **Right-click on the drum, Return the drum to site then decant cable and issue cable.**

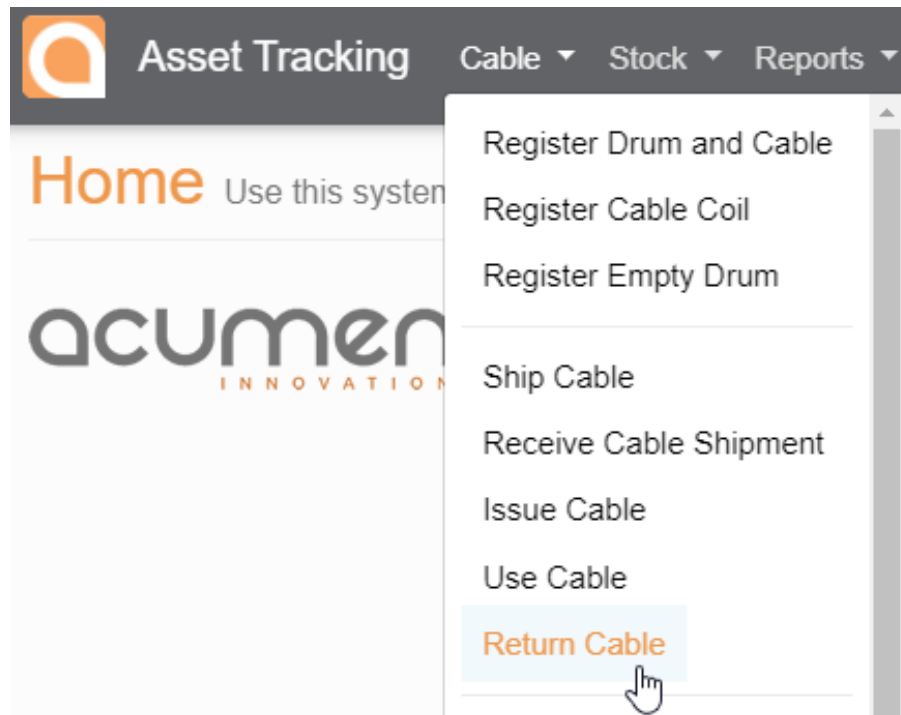
Cable Returns: Return Cable to STA and Use cable

Cable usage can also be recorded when that the drum has been returned to the STA with the option to scrap unusable remaining lengths at the same time.

The drums must be placed in the quarantine area ready to return to the supplier.

Returns cable can be done in two ways: Go to **Reports>Asset Details**, limit the report the **ID**, entering the drum number, perform the search then choose **Return Cable**, the screen will open in the correct screen. The second way is:

- Log into MATS and go to the **Cable** menu then select **Return Cable**



- Select the appropriate Drum/Reel ID from the **ID** field

Return Cable

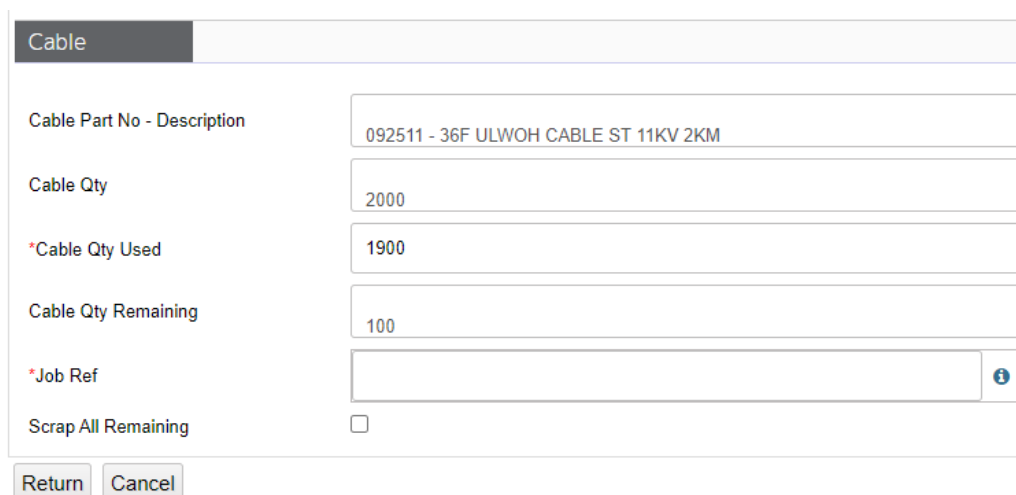
*ID	<input type="text"/>
*Destination Site	BHJFSD/FDS
*Destination Location	R00000020

- Select the site from the **Destination Site** field and location from the **Destination Location** field

*ID	<input type="text"/>
*Destination Site	BHJFSD/FDS
*Destination Location	Stockton
Source Location	Row 1
	Jenny - Jenny the Engineer

The engineer who was issued the cable will appear in the **Source Location** field

- Enter the quantity used in the **Cable Qty Used** field (Cable Qty remaining will automatically update)
- Enter the Work Order Estimate number allocated to the cable in the **Job Ref** field
- If the remainder is to be scrapped, then tick the **Scrap All Remaining** box
- Click the **Return** button to complete the MATS update



The screenshot shows a web form titled 'Cable' with the following fields and values:

Field	Value
Cable Part No - Description	092511 - 36F ULWOH CABLE ST 11KV 2KM
Cable Qty	2000
*Cable Qty Used	1900
Cable Qty Remaining	100
*Job Ref	
Scrap All Remaining	<input type="checkbox"/>

At the bottom of the form are two buttons: 'Return' and 'Cancel'.

MATS totals the length of cable on site to manage site buffer levels. It does not take into account how many drums the cable is stored on.

Keeping multiple drums with short lengths of cable on will affect the replenishment process. If it is unlikely that the remaining lengths of cable will be used it is better to return the drums to BT.

Cable Returns: Scrap

Wherever possible the **physical cable must be returned to BT or one of its suppliers**. Refer to SOP#6, Return Stock and Cable from an STA to Openreach. There are two circumstances under which cable is scrapped and disposed of on site:

- 1) When it is of very short length and is unusable. In this instance remove the cable from the drum and place in the skip or stillage.
- 2) When a section is damaged – remove the damaged length. Again, remove the cable from the drum and place in the skip or stillage.

Go to **Reports>Asset Details**, limit the report to the **ID**, entering the drum number and limit the report. Right-click on the drum, choose **Scrap Cable**, the screen will open in the correct screen. Record the length of scrapped cable selecting the reason from the drop-down box.

Section 5: Document Retention Policy

The retention period is 2 full calendar years for stores documents.