# 3-001 用料清单

用料清单

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| 主件名称 | |  | | 主件图号 |  | |
| 物料类别 | 物料号码 | 零件名称 | 图号 | 每件用量 | 材料规格 | 备注 |
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# 3-002 物料BOM清单

物料BOM清单

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| 品名 | | 规格 | | 单位 | | 经济产量 | | 前置  天数 | | 版本 | | 新增日 | | 更改日 | | 工程  图号 | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |
| 品名 | 规格 | | 机用 | | 损耗率 | | 供应  商号 | 版本 | 生效  日期 | | 失效  日期 | | 制程  说明 | | 工程  图号 | | 备注 |
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# 3-003 存量基准设定表

存量基准设定表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 物料编号 | 名称  规格 | 单位 | 采购方法 | 去年平均月用量 | 设定月用量 | 安全存量 | | 请购点 | | 备注 |
| 数量 | 日期 | 数量 | 日期 |
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审批： 复核： 制单： 日期：

# 3-004 产品零件一览表

产品零件一览表

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 产品名称 | |  | | | 简图 | | | | |
| 产品型号 | |  | | |
| 开发日期 | |  | | |
| 客户 | |  | | |
| 序号 | 材料名称 | | 规格 | 计量单位 | 标准用量 | 损耗率 | 材料来源 | 单价 | 备注 |
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确认： 审核： 制定：

# 3-005 产品用料明细表

产品用料明细表

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 产品名称 | | |  | | | 产品型号 | | |  | | |
| 产品料号 | | |  | | | 客户 | | |  | | |
| 阶数 | 料号 | 名称 | | 规格 | 单位 | | 标准  用量 | 标准  损耗率 | | 来源 | 图号 |
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确认： 审核： 制定：

# 3-006 存量控制卡

存量控制卡

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 品 名： | | | 单位： | | 库号： | | | 请购点： | | | 采购前置时间： | | | |
| 规 格： | | | 架位： | | 组立形式及数量： | | | 请购量： | | | 月拨发量： | | | |
| 件 号： | | | 图号： | |  | | | 安全存量： | | | 每月平均拨发量： | | | |
| 日  期 | 凭单  号码 | 摘  要 | 入库收／欠收 | 出库发／  欠发 |  | 请(订)  购量 | | | | 分 配 | | | |  |
| 结存  数量 | 请购量  订购量 | 请求  交货  日期 | | 总请  购量  总订  购量 | 分配  量 | | 计划使用日期 | 总分  配量 | 可利  用量 |
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# 3-007 物料管制卡

物料管制卡

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料名称 | |  | | | 料 号 | |  | | 储放位置 | | |  | |
| 物料等级 | | * A □B * C | | | 安全存量 | |  | | 订购点 | | |  | |
| 最高存量 | |  | | 前置时间 | | |  | |
| 日期 | 入库 | | 出库 | 结存 | | 签名 | 日期 | 入库 | | 出库 | 结存 | | 签名 |
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# 3-008   物料保管卡(一)

物料保管卡(一)

|  |  |  |  |
| --- | --- | --- | --- |
| 物品名称 |  | 物品编号 |  |
| 物品规格及型号 |  | 标准单位 |  |
| 物品状态： □成品 □半成品 □待检 □待处理 □不合格 □合格 | | | |
| 供应商(存储商) |  | 库存量 |  |
| 安全存量 |  | 仓管员 |  |

# 3-009  物料保管卡(二)

物料保管卡(二)

货位编号： 标示日期：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 材料名称 | |  | | 用途 | | | |  | | | | | | |
| 材料编号 | |  | | 主要供应商 | | | |  | | | | | | |
| 估计年用量 | |  | | 订货期 | | | |  | | | 经济定量 | | |  |
| 安全用量 | |  | | 代替品 | | | |  | | | | | | |
| 月份 | | 实际用量 | | 需求计划 | | | | | | | | | | 平均单价 |
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| 10 | |  | |  | | | | | | | | | |  |
| 11 | |  | |  | | | | | | | | | |  |
| 12 | |  | |  | | | | | | | | | |  |
| 合计 | |  | |  | | | | | | | | | |  |
| 收发记录 | | | | | | | | | | | | | | |
| 日期 | 单据  号码 | | 发出量 | | 存量 | | 收料量 | | | 退回 | | 订货  记录 | | 备注 |
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# 3-010 物料保管卡(三)

物料保管卡(三)

编号：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来源 | | |  | | | 年 月 日 | | | | | | | | | | | | | | 名称 | |  | |
| 到  货  通  知  单 | 到货日期 | | |  | | 名称 |  | | | | | | | | 验  收  情  况 |  | | | | 型号 | |  | |
| 合同号 | | |  | | 型号 |  | | | | | | | |  | | | | 规格 | |  | |
| 车号 | | |  | | 规格 |  | | | | | | | |  | | | | 单位 | |  | |
| 运单号 | | |  | | 件数 | 单  位 | | 数  量 | | 单  价 | | 交货  情况 | |  | | | | 技术  条件 | |  | |
| 运输号 | | |  | |  |  | |  | |  | |  | |  | | | | 存放  地点 | |  | |
| 年 | | | 凭  证  号 | | 摘  要 | 收入 | | | | 付出 | | | | | 结存 | | | | 备料 | | | 情况 | |
| 月 | | 日 | 件数 | 数量 | 金额 | | 件数 | | 数量 | | 金额 | 件数 | | 数量 | 金额 | 厂名 | | 数 | 数  量 | 结存 |
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# 3-011 ××产品材料耗用统计台账

××产品材料耗用统计台账

产品名称： 数量：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 材料  类别 | 材料  编号 | 材料  名称 | 规格  型号 | 品质  等级 | 单位 | 计划  数量 | 耗用登记 | | | | | | | 合计 |
| 1日 | 2日 | 3日 | 4日 | … | 30日 | 31日 |
| 原材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 辅助  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 包装  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 低值  易耗品 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 其他  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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复核： 统计：

# 3-012 订单耗用材料耗用总表

订单耗用材料耗用总表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 材料  类别 | 材料  编号 | 材料  名称 | 规格 | 等级 | 单位 | 计划  用量 | 耗用批次 | | | | | | | 合计 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 五金件 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 电子  元器件 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 塑胶  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 辅助  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 包装  材料 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 低值  易耗品 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 备注 |  | | | | | | | | | | | | | |

复核： 统计：

# 3-013 ××车间月物料耗用统计表

××车间月物料耗用统计表

月份：

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 订单编号 | 产品代号 | 产品名称 | 生产数量 | 耗用物料 | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
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复核： 统计：

# 3-014 收货台账

收货台账

月份：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 物料  编号 | 物料  名称 | 规格  型号 | 单位 | 入仓  数量 | 入仓日期 | 实收  数量 | 品质  等级 | 采购  单号 | 入仓  人员 | 检验  员 | 收货  员 | 存储  位置 | 备  注 |
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复核： 统计：

# 3-015 物料进销存账

物料进销存账

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | 材料  名称 | 摘要 | 入仓 | | 出仓 | | 结存 | | 备注 |
| 数量 | 金额 | 数量 | 金额 | 数量 | 金额 |
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经理： 记账：

# 3-016 物料发货台账

物料发货台账

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | 物料  编号 | 物料名称 | 单位 | 领用  数量 | 领料单编号 | 用途 | 领料  部门 | 领料员 | 备注 |
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# 3-017 个人领料台账

个人领料台账

姓名： 部门： 职务：

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | 物料名称 | 规格型号 | 单位 | 用途 | 计划数 | 领用记录 | | | | | 合计 |
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仓管员：

# 3-018 库存明细账

库存明细账

物料名称： 物料编号： 规格： 计量单位： 库区：

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 年 | | 凭证 | | 摘要 | 收入 | | 发出 | | 结存 | |
| 月 | 日 | 种类 | 号数 | 批号 | 数量 | 批号 | 数量 | 批号 | 数量 |
|  |  |  |  |  |  |  |  |  |  |  |
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# 3-019 物料分析表

物料分析表

分析人员： 分析日期：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 客户 | |  | | | 订单号 | | |  | | 制单号 | | |  | | | | | | |
| 品名 | |  | | | 型号 | | |  | | 数量 | | |  | | 交期 | | |  | |
| 材料使用日 | | |  | | | | | | | | | | | | | | | | |
| 用料分析 | | | | | | | | | | | | | | | | | | | |
| 项目  料号 | | | | A | | B | C | | D | | E | F | | G | | H | … | | … |
| 材料单位 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 单位用料量 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 备用率(%) | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 标准用量 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 库存数 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 订购方式 | 订单订购 | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 存货订购 | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 应申购数 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 预定标明  料日 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 实进料日 | | | |  | |  |  | |  | |  |  | |  | |  |  | |  |
| 备注 | | | | | | | | | | | | | | | | | | | |
| 说明：1.依据订单及BOM表分析用料  2.备用率=(进料不良率+工程不良率)×1.2 | | | | | | | | | | | | | | | | | | | |
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# 3-020 物料计划表

物料计划表

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  类别 | 物料编号 | 物料名称 | 规格型号 | 单位 | 质量等级 | 计划数量 | 到位要求 | | | 备注 |
| 第一批 | 第二批 | 第三批 |
| 五金件 |  |  |  |  |  |  |  |  |  |  |
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| 塑料件 |  |  |  |  |  |  |  |  |  |  |
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| 电子元器件 |  |  |  |  |  |  |  |  |  |  |
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| 包装材料 |  |  |  |  |  |  |  |  |  |  |
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审批： 复核： 物控经理： 物控员： 日期：

# 3-021 ××产品物料计划表

××产品物料计划表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 物料  名称 | 规格  型号 | 单位 | 计划  数量 | 到位要求 | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 备注 |  | | | | | | | | | | | | | | | | | | |

审批： 复核： 制表： 日期：

# 3-022 订单物料计划总表

订单物料计划总表

物料计划单编号： 生产计划单编号：

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 物料  规格 | 单位 | 各产品(A、B、C……)所需物料的数量 | | | | | | | | 合计 | 备注 |
| A | B | C | D | E | F | G | H |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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审批： 复核： 制单： 日期：

# 3-023 低值易耗品及劳保用品月用量计划表

低值易耗品及劳保用品月用量计划表

部门：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 编码 | 名称及规格 | 单位 | 定额用量 | 人数 | 产品数量 | 应发合计 | 备注 |
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审批： 复核： 制单： 日期：

# 3-024 常备性材料 周需求计划表

常备性材料 周需求计划表

料号： 型号/规格： 日期： 共 页第 页

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项次 | 产品  品名 | 单位  用量 | 第 周 | | | … | 第 周 | | | 备注 |
| 批号 | 批量 | 需求量 | … | 批号 | 批量 | 需求量 |
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批准： 审核： 编制：

# 3-025 常备性材料 月需求计划

常备性材料 月需求计划

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项次 | 品名 | 规格 | 前月库存 | | 上月 | | | | 本月 | | | | 备注 |
| 仓库 | 未验收 | 已购未入 | 库存 | 计划用量 | 结存 | 计划请购 | 库存 | 计划用量 | 结存 |
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日期： 编制： 审核： 批准：

# 3-026 专用性物料需求计划表

专用性物料需求计划表

订单号： 生产批号： 批量： 日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项次 | 品名 | 规格 | 单位  用量 | 单位 | 购备  时间 | 预计  用量 | 调整量 | 请购量 | 需用  日期 | 备注 |
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批准： 审核： 编制：

# 3-027 物料请购单

物料请购单

制造单位： 请购单号： 请购日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 产品名称 | |  | | | 生产数量 | | |  | | 生产日期 | | |  | |
| 序号 | 材料  名称 | | 规格 | 料号 | | 标准  用量 | 库存  数量 | | 本批采购数量 | | 请购  数量 | 批准  数量 | | 备注 |
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批准： 请购人：

# 3-028 物料验收单

物料验收单

公司名称：　　　　　　　　　　　　　　　 年　 月　 日

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 订单  号码 |  | 厂商 | 姓名：　　　　　　　　地址： | | | | | | | |
| 发票  号码 |  | 送货单（装箱单）号码 | |  | | 运输方式 | | □自提  □送货 | | |
| 物料编号 | 品名 | 规格 | | 单位 | 数量 | | 验收结果 | | | |
| 允收 | | 拒收 | 特采 |
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| 备注： | | | | | | | | | | |

# 3-029 物料供应变更联络单

物料供应变更联络单

发出部门： 接收部门： 日期： No.：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 订单号 | | 供应商 | 品名 | 型号/规格 | | 数量 | | 交期 | | 原因 |
| 原定 | 更改 |
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| 发出部门 | 经办： | | | | 接收部门 | | 经办／日期： | | | |
| 主管： | | | | 主管／日期： | | | |

# 3-030  物料供应进度修订通知单

物料供应进度修订通知单

接收： 日期： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- |
| 订单号 | 品名 | 类别 | 投料／日期 | 完工／日期 | 数量 | 修订日期 |
|  |  | 原进度 |  |  |  |  |
| 修订进度 |  |  |  |
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物控主管： 物控员：

# 3-031   物料供应延误报告单

物料供应延误报告单

日期： No.：

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| --- | --- | --- | --- | --- | --- | --- |
| 订单号 | 品名 | 延误数量 | 原因 | 补救措施 | 预定  完工期 | 责任单位 |
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物控经理： 物控主管： 物控员：

# 3-032 材料入仓单

材料入仓单

（共4联：厂商联、PMC联、货仓联、财务联）

厂商名称\_\_\_\_\_\_\_\_\_\_ No.：

厂商编号\_\_\_\_\_\_\_\_\_\_ 日期\_\_\_\_\_\_\_\_\_\_

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| 订单  号码 | 物料  编号 | 品名  规格 | 单位 | 送货  数量 | 检验  损耗 | 品管  判定 | 实收  数量 | 备 注 |
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PMC\_\_\_\_\_\_\_\_\_\_ IQC\_\_\_\_\_\_\_\_\_\_ 仓管员\_\_\_\_\_\_\_\_\_\_

# 3-033 发料单

发料单

制造单号\_\_\_\_\_\_\_\_ 产品名称\_\_\_\_\_\_\_\_ No.：

生产批量\_\_\_\_\_\_\_ \_生产车间\_\_\_\_\_\_\_\_ □材料 □半成品 日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 品 名 | 规 格 | 单 位 | 单机  用量 | 需求  数量 | 标准  损耗 | 实发  数量 | 备 注 |
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生产领料员\_\_\_\_\_\_\_\_\_\_ 仓管员\_\_\_\_\_\_\_\_\_\_ PMC\_\_\_\_\_\_\_\_\_\_

# 3-034 领  料  单

领  料  单

制造单号： 产品名称： No.：

生产批量： 生产车间： □物料 □半成品 日期：

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| 序号 | 料号 | 品名 | 规格 | 单位 | 计划  用量 | 标准  损耗 | 实领  数量 | 备注 |
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生产领料员： 仓管员： PMC：

说明：共四联，PMC联、货仓联、生产联、财务联。

# 3-035 限额领料单

限额领料单

编号：

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| 领料部门 | |  | | | | 仓库 | | |  | | |
| 日期 | | 至 | | | | 物品用途 | | |  | | |
| 计划生产量 | |  | | | | 实际生产量 | | |  | | |
| 物品  名称 | 物品  编号 | | 规格 | 单位 | 领用  限额 | | 调整后限额 | 实际耗用 | | | |
| 数量 | | 单价 | 金额 |
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| 领料记录 | | | | | | | | | | | |
| 领料  日期 | 请领  数量 | | 实发 | | | | 退料 | | | | 限额  结余 |
| 数量 | 发料人 | 领料人 | | 数量 | 发料人 | | 领料人 |
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计划部门： 供应部门： 仓管员： 领料部门(人)：

# 3-036 非限额领料单

非限额领料单

编号：

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| 领料部门 |  | | | 仓库 | |  | | |
| 领料日期 |  | | | 物品用途 | |  | | |
| 物品  名称 | 物品  编号 | 规格 | 单位 | | 请发  数量 | | 实发  数量 | 备注 |
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生产主管： 仓库主管： 领料人： 发料人：

说明：此领料单一式四联，一般只填写一种物品，以便分类和统计。

# 3-037 委托加工物品领料单

委托加工物品领料单

加工企业： 发料日期： 发料仓库：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 合同编号 | 加工后材料名称规格 | | 计量单位 | | 数量 | | 加工要求 | 交货日期 |
|  |  | |  | |  | |  |  |
| 材料编号 | 材料名称 | 计量单位 | 数量 | 材料成本 | | 加工费 | 运输费 | 实际成本  合计 |
| 单价 | 金额 |
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记账： 发料： 制单：

# 3-038 退料单

退料单

生产单号\_\_\_\_\_\_\_\_产品名称\_\_\_\_\_\_\_\_ No.：

生产批量\_\_\_\_\_\_\_\_退料部门\_\_\_\_\_\_\_\_ □材料□半成品 日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 品 名 | 规 格 | 单 位 | 退料  数量 | 退料  原因 | 品管  鉴定 | 实退  数量 | 备 注 |
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仓管员\_\_\_\_\_\_\_\_\_\_ 品管员\_\_\_\_\_\_\_\_\_\_ 退料员\_\_\_\_\_\_\_\_\_\_

# 3-039 退料缴库单

退料缴库单

编号： 制表日期： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 退料单位 | | | | | 检验判定 | | | | 会计 | |
| 物料编 号 | 品名 | 规格 | 数量(A) | 单位 | 报废(B) | 不良(C) | 良品(D) | 分析 | 单价(E) | 总价(F) |
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| 制造部： | | 物料部： | | 品管部: | | (1)A=B+C+D  (2)F=E×D  (3)呆料与超发物料务必分开单独缴 | | | | |

# 3-040 补料单

补料单

生产单号\_\_\_\_\_\_\_\_产品名称\_\_\_\_\_\_\_\_ No.：

生产批量\_\_\_\_\_\_\_\_生产车间\_\_\_\_\_\_\_\_ □材料 □半成品 日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 品 名 | 规 格 | 单位 | 单机  用量 | 标准  损耗 | 实际损耗 | 损耗  原因 | 补发  数量 | 备 注 |
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生产领料员\_\_\_\_\_\_\_\_\_\_ 仓管员\_\_\_\_\_\_\_\_\_\_ PMC\_\_\_\_\_\_\_\_\_\_

# 3-041 半成品/成品入仓单

半成品/成品入仓单

（共4联：生产联、PMC联、货仓联、财务联）

生产部门\_\_\_\_\_\_\_\_\_\_ No.：

生产单号\_\_\_\_\_\_\_\_\_\_ □半成品 □成品 日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 品名 | 规格 | 单位 | 生产  批量 | 入仓  数量 | 品管  判定 | 实收  数量 | 备 注 |
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仓管员\_\_\_\_\_\_\_\_\_\_ 品管员\_\_\_\_\_\_\_\_\_\_ 生产物料员\_\_\_\_\_\_\_\_\_\_

# 3-042 半成品/成品出仓单

半成品/成品出仓单

（共4联：生产联、PMC联、货仓联、财务联）

No.：

生产单号\_\_\_\_\_\_\_\_\_\_ 日期\_\_\_\_\_\_\_\_\_\_

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| 订单  号码 | 物料  编号 | 品 名 | 规 格 | 单 位 | 生产  批量 | 入仓  数量 | 出仓  数量 | 备 注 |
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PMC\_\_\_\_\_\_\_\_\_\_ OQC\_\_\_\_\_\_\_\_\_\_ 仓管员\_\_\_\_\_\_\_\_\_\_

# 3-043 废料处理申请单

废料处理申请单

No.：

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物品  名称 |  | 物料编号 | |  | | 数 量 | |  |
| 处理  方式 | □废弃 □转售 □改造 □转作其它用途 | | | | | | | |
| 处置  说明 |  | | | | | | | |
| 损失  分析 | 帐面价值 | | 处置收入 | | 处置支出 | | 损失金额 | |
|  | |  | |  | |  | |
| 处理  方式 | □废弃 □转售 □改造 □转作其它用途 | | | | | | | |
| 处置  说明 |  | | | | | | | |
| 损失  分析 | 帐面价值 | | 处置收入 | | 处置支出 | | 损失金额 | |
|  | |  | |  | |  | |
| 处理  方式 | □废弃 □转售 □改造 □转作其它用途 | | | | | | | |
| 处置  说明 |  | |  | |  | |  | |
| 损失  分析 | 帐面价值 | | 处置收入 | | 处置支出 | | 损失金额 | |
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审核\_\_\_\_\_\_\_\_\_\_ 经办人\_\_\_\_\_\_\_\_\_\_

# 3-044 半成品报废单

半成品报废单

No.：

日期\_\_\_\_\_\_\_\_\_\_

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| 制造号码 | |  | | 产品名称 |  | | 报废单位 | |  |
| 报  废  品  项  目 | 半成品名称 | | 物料编号 | | | 规 格 | | 原 因 说 明 | |
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| 处理方式： | | | | | | | | | |

审核\_\_\_\_\_\_\_\_\_\_ 填表\_\_\_\_\_\_\_\_\_\_

# 3-045 进货日报表

进货日报表

日期\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 供应  厂商 | 材料  名称 | 物料  编号 | 订单  号码 | 订单  数量 | 今日  入仓 | 累计  入仓 | 差额 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-046 材料收发日报表

材料收发日报表

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料名称 | 物料编号 | 订单数量 | 本日进货 | 累计进货 | 未进数量 | 本日出货 | 本日出货 | 出货累计 | 库存 | 退货 | |
| 本日 | 累  计 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-47 材料库存日报表

材料库存日报表

日期\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 物料  编号 | 昨日  结存 | 今日  进仓 | 今日  出仓 | 今日  结存 | 安全  存量 | 订购点 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-48 半成品库存日报表

半成品库存日报表

日期\_\_\_\_\_\_\_\_\_\_

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| 物料  名称 | 物料  编号 | 昨日  结存 | 今日  进仓 | 今日  出仓 | 今日  结存 | 生产单  汇 总 | 累计  差额 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# -049 成品库存日报表

成品库存日报表

日期\_\_\_\_\_\_\_\_\_\_

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| 物料  名称 | 物料  编号 | 昨日  结存 | 今日  进仓 | 今日  出仓 | 今日  结存 | 订单  总量 | 累计  发出 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-050 呆料库存月报表

呆料库存月报表

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 物料  编号 | 规格 | 入库  日期 | 单位 | 发生 | | 拟处理方式 | 本月处理数量 | 本月结存数量 |
| 数量 | 日期 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-051呆料月报表

呆料月报表

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 物料  名称 | 未使用  月份(1) | 累计  耗用  $(7) | 存量  (2) | 存货  金额  (3) | 累计  存货  金额(4) | 占总  存货  ％(5) | 累计  (6) |
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说 明：

1.按未使用月份(1)由大到小排列或按累计耗用$(7)由小到大排列。

2.(3)／(7)>(6)的或未使用月份>(6)的均印出。

用 途：供开发、生产管理及采购部门参考，设法使用。

使用部门：总经理室，开发、生产管理、采购部门。

# 3-052 废料处理清单

废料处理清单

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 规格  型号 | 物料  状况 | 报废  原因 | 预计  残值(元) | 实际  收入 | 备注 |
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仓管员：

# 3-053 废料处理跟催表

废料处理跟催表

处理部门： 填表： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 材料  编号 | | 名称 | | 规格 | | 处理表  编号 | | 应完成  期限 | 未处理  数量 | 未能如期完成原因 |
|  | |  | |  | |  | |  |  |  |
| 重拟处理方式 | | |  | | | | | | | |
| 出售  期限 | 利用  数量 | | 具体方案说明 | | | | | | | 滞料处理人 |
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| 处理记录 | | | | | | | | | | |
| 日期 | 方式 | | 单价 | | 数量 | 金额 | 纪 要 | | | |
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处理部门主管： 组长： 滞料处理人：

# 3-054 废料报表

废料报表

制表： 日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 物料  名称 | 单位 | 单价 | 废料  数量 | 本期废料金额 | 累计废料金额 | 累计废料率 | 产生废料原因 | 责任  归属 |
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# 3-055 物料报废申请表

物料报废申请表

制表： 日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 品名 | 规格 | 报废申  请原因 | 拟处理  方式 | 数量 | 单价 | 金额 | 如变卖预计回收  金额 | 备注 |
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| 合计 |  |  |  |  |  |  |  |  |
| 总经理 | |  | 厂长 |  | 生产 |  | 仓库主管  审核 |  |
| 财务副总  经理 | |  | 技术/开发 |  | 品保 |  | 制表人 |  |

# 3-056 送货日报表

送货日报表

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 物料  编号 | 客户 | 订单  总量 | 送货  数量 | 累计  送货 | 累计  差额 | 货仓  库存 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-057 退料月报表

退料月报表

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  名称 | 物料  编号 | 规 格 | 退料  数量 | 退料  原因 | 补料  数量 | 厂商  交换 | 货仓  库存 | 备注 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-058 成品入库单

成品入库单

编号：

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 投产  批号 | 编 号 | 品 名 | 型号/规格 | 配 备 | 单位 | 数 量 | 备 注 |
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合同号： 客户名称： 年 月 日

入库单位/人： 检验员： 仓管员：

# 3-059 成品出库单

成品出库单

编号：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 投产  批号 | 编 号 | 品 名 | 型号/规格 | 配 备 | 单位 | 数 量 | 科目号 | 备 注 |
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合同号： 收货单位： 年 月 日

出库单位/人： 检验员： 仓管员**：**

# 3-060 材料去向一览表

材料去向一览表

日期： 年 月 日

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期 | 编号 | 品名 | 数量 | 用途 | 领用人 | 备注 |
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| 说明：  (1)该表每月月底统计一次，核销差异数目  (2)使用者必须向材料管理者口头声明，由管理者记录  (3)若材料无法归还，使用者要亲笔签名留底  (4)每次超出10个以上者，需有科长盖章 | | | | | | | |

确认： 记录：

# 3-061 材料移动表

材料移动表

TO：生产管理部

CC：仓管部 日期： 年 月 日

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| 顺序 | 编号 | 品名 | 数量 | 移动日 | 移动场所 | 备注 |
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| 说明：  (1)需有双方主管的签名才有效  (2)需注明转移具体时间，电脑系统按此时间记录 | | | | | | |

主管： 责任人：

# 3-062 辅料进出管理台账

辅料进出管理台账

名称： 数量：

型号： 日期：

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| 入 库 栏 | | | | 出 库 栏 | | | | | |
| 日期 | 来源 | 数量 | 订单号 | 日期 | 去向 | 数量 | 领用人 | 剩余 | 责任人 |
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| 说明 | (1)每次进出库都及时记录  (2)每月盘点一次，核对账面和实数的差异  (3)除“领用人”一栏签名之外，其他栏目由辅料管理人员填写 | | | | | | | | |

# 3-063 辅料新领申请单

辅料新领申请单

申请部门： 日期：

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| 辅料名称 | | 需要数量 | 申请人 | 上司确认 |
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| 说明 | (1)该表由申请人填写，经上司确认后，交仓库收回存底备查  (2)职务为科长以上者，才有权力审批新辅料  (3)多增加使用数量，视为新领 | | | |

# 3-064 辅料废弃申请表

辅料废弃申请表

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| 名称 | 型号 | 数量 | 废弃理由 | 经办人 | 认可 |
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# 3-065 入库单

入库单

编号：

入库单位: 日期: 年 月 日

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| 序号 | 料号 | | 品名  规格 | 单位 | 数量 | | 单价 | 金额 | | 备注 |
| 送交 | 实收 |
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| 确认 | |  | | 品管 |  | | 制单 | |  | |

备注：此单一单多用，对内作业时，铸造毛坏\机加品\抛光品\装配成品入库时均使用此单,由生产部门填写,品管签名,仓管员确认。公司自制刀模夹具入库亦用此单。对外作业时,凡采购件(含办公品、工具类、五金等)、委外加工产品入库时均用此单,由仓管员制单,品管(或指定专业性人员)签名,厂家确认。

# 3-066 出库单

出库单

单据编号：

提货单位: 日期: 年 月 日

白色联仓库 蓝色联财务 黄色联提货单位

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| 序号 | 料号 | | 品名  规格 | | 单位 | 数量 | | 单价 | | 金额 | | 备注 |
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| 确认 | |  | | 仓库主管 | | |  | | 制单 | |  | |

备注：此单一单多用,主要用于物料外发加工、成品出库、废铁\废木\废纸类出售等。

# 3-067 领料单

领料单

单据编号：

领料部门: 日期: 年 月 日

白色联仓库 蓝色联财务 黄色联领料部门

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| 序号 | 料号 | | 品名  规格 | | 单位 | | 数量 | | | 备注 | |
| 请领 | | 实发 |
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| 确认 | |  | | 审核 | |  | | 制单 | | |  |

备注：生产工单领料、办公品按请购单发放、劳保品按定额发放、刀夹具由使用部门领用等正常状况领料时不需审核签名，但跨科挪领其它部门使用物品、超额\超单发放、样品领用等异常状况时，需由领用部门主管或由仓库主管问明情况后签名审核方可领用。

# 3-068 退料单

退料单

单据编号：

退料部门: 日期: 年 月 日

白色联仓库 蓝色联财务 黄色联退料部门

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| 序号 | 料号 | | 品名规格 | | 单位 | | 数量 | | | 备注 | |
| 请退 | | 实收 |
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| 确认 | |  | | 品管 | |  | | 制单 | | |  |

备注：生产余料、换单物料、清拆后良品、刀夹具退库、非生产部门良品物料(样品等),退回仓库时均用此单，由退料部门制单,经品管签名后,由仓库验收确认,间接部门退料时由仓库提供单据并协助处理完成。

# 3-069 退 货 单

退 货 单

退料单位： 年 月 日

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| 序号 | 编 号 | 名 称 | 规 格 | 单 位 | 退料  数量 | 退货原因/  备 注 | 科目号 |
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经办人： 检验员： 仓 管：

# 3-070 换料单

换料单

单据编号：

换料部门: 日期: 年 月 日

白色联仓库 蓝色联存根 黄色联生产部门

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| 序号 | 料号 | | 品名规格 | | 单位 | 数量 | | 不良原因  描述 | | | 备注 |
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| 仓管员 | |  | | 品管 | | |  | | 制单 |  | |

备注：本单仅用于装配车间的不良品换料时使用。

# 3-071 材料标示卡

材料标示卡

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| --- |
| 编号：  供应商： 材料名称：  规 格： 牌 号：  特 性： 负责人： |

# 3-072 磅码单

磅码单

单位: 日期: 年 月 日

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| 序号 | 品名规格 | | 单位 | 毛重 | | 皮重 | 净重 | | 备注 |
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| 确认 | |  | | | 制单 | | |  | |

备注：此单用于需过磅物料进出库时做原始记录，此单为非正式单据，不可单独使用。只能作为仓管员开具出、入库单或领，退料单的数字依据。

# 3-073 报废单

报废单

单据编号：

申报部门: 日期: 年 月 日

白色联仓库 蓝色联财务 黄色联存根

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| 序号 | 料号 | 品名规格 | 单位 | 数量 | 不良品原因  描述 | 备注 |
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核准: 审核: 品管: 仓库主管: 制单:

# 3-074 半成品入库单

半成品入库单

年 月 日

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| 序号 | 编号 | 品名 | 规格/图号 | 单位 | 数量 | 备注 |
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入库单位/人: 检验员: 仓管员:

# 3-075 成品入库单

成品入库单

编号：

合同号： 客户名称： 年 月 日

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| 投产  批号 | 编 号 | 品 名 | 型号/规格 | 配 备 | 单 位 | 数 量 | 备 注 |
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入库单位/人： 检验员： 仓管员：

# 3-076 成品出库单

成品出库单

编号：

合同号： 收货单位： 年 月 日

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| 投产  批号 | 编 号 | 品 名 | 型号/规格 | 配 备 | 单 位 | 数 量 | 科目号 | 备 注 |
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出库单位/人： 检验员： 仓管员：

# 3-077 产品、物资标签

产品、物资标签

|  |  |  |
| --- | --- | --- |
| 编号： | | |
| 产品/物资名称 | 代号/型号规格 | 客户/订单号 |
|  |  |  |
| 质 量 状 态 | 数量/重量 | 生产者/供应点 |
| 合格□ 不合格□ 待定□ |  |  |

# 3-078 工具仓领料单

工具仓领料单

领料位： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- |
| 序 号 | 领取人姓名 | 工具名称 | 规 格 | 请领数量 | 实发数量 | 准领人 |
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经办人： 批 准： 仓 管：

# 3-079 工具请购单

工具请购单

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序 号 | 名 称 | | 型 号 规 格 | | 请 购 数 量 | | | 购 买  期 限 | | 备 注 |
| 单 位 | 数 量 | |
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| 请购部门 | |  | 申 请 人 |  | | | 审 批 | |  | |

# 3-080 仓库物料出入管制卡

仓库物料出入管制卡

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料名称： | | | | 规格： | | | | |
| 供方名称： | | | | |  | | --- | | 单位： 有效期： 月 | | | | | |
| 序号 | 入库数 | 日期 | 签名 | 出库数 | 日期 | 库存数 | 签 名 | 备 注 |
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# 3-081 物料安全库存表

物料安全库存表

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| --- | --- | --- | --- | --- |
| 序号 | 物料名称、规格 | 单位 | 半月安全库存量 | 备注 |
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制表：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 审核：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3-082 物料消耗表

物料消耗表

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 本月  产量 | 物料  名称 | 单位 | 上月  结存 | 本月  领料 | 实物  盘点 | 本月  耗用 | 单价 | 金额 | 备注 |
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制表： 审核：

# 3-083 发货单

发货单

编号：

发货单位 ： 年 月 日

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| 物料编号 | 物料名称 | 发货数 | 箱 数 |
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# 3-084 收货单

收 货 单

编号：

发货单位： 年 月 日

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| --- | --- | --- | --- | --- |
| 物料编号 | 物料名称 | 收 数 | 退 数 | 箱 数 |
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发货人： 收货人：

# 3-085 盘点单

盘点单

类 年 月 日 字第 号

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| 差异理由 | | (1)计算错误；(2)衡量错误；(3)现品不符；(4)转记错误；(5)漏失；(6)遗失；  (7)损耗； (8)度量衡器不良；(9)换算差误；(10)累积磅差；(11)生锈脱落 | | | | | | | | | | |
| 物料编号 | 名称 | | 规格 | 储存场所 | 单位 | 实盘数量 | 料架签结存数 | 差异数量 | 差异原因 | 单位 | 金额 | 备考 |
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审核单位主管： 复检人： 盘点人：

# 3-086 物料盘点签

  物料盘点签



# 3-087 盘点票

盘 点 票

编号：

日期\_\_\_\_\_\_\_\_\_\_

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| --- |
| * 材料 □半成品 □成品 □总务办公用品 □固定设备   □A类 □B类 □C类  型 号:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  编 号:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  品名规格:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  数 量:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 单 位:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  盘 点 人:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  复盘数量:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签 名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  抽盘数量:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签 名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  备 注:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# 3-088 盘点记录单

盘点记录单

仓位区域号： 仓位地点： 盘点日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 仓位编号 | 料号 | 账上存量 | 包装  单位 | 量／单位 | 数量 | 实际存货数量 | 待整  理 | 不良  品 | 废料 | 包装  破损 | 备注 | 抽验  数量 |
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工作说明： 抽验人： 盘点人：

# 3-089 盘点盈亏表

盘点盈亏表

日期\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 盘点  票号 | 物料  编号 | 品名  规格 | 单位 | 实盘  数量 | 帐目  数量 | 差异  数量 | 差异  原因 | 单价 | 差异  金额 |
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制表人\_\_\_\_\_\_\_\_\_\_

# 3-090 盘点差异分析表

盘点差异分析表

盘点日： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 仓位  号码 | 单位 | 原有  数量 | 实盘  数量 | 差异  数量 | 差异  ％ | 单价 | 金额 | 差异  原因 | 累计盘  盈亏  数量 | 累计盘  盈亏  金额 | 建议  处理  对策 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | 合计 |  |  | 合计 |  |  |

# 3-091 盘点异动报告表

盘点异动报告表

制表日期： 页数： 总累计盘盈(亏)金额：

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 盘点  日期 | 物料  编号 | 名称 | 盘盈  数量 | 盘亏  数量 | 盘盈(亏)  金额 | 盘点前  库存 | 盘点后  库存 | 累计盘  盈亏数量 | 单价 | 累计盘盈  亏金额 |
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# 3-092 物料盘点数量盈亏及价格增减更正表

物料盘点数量盈亏及价格增减更正表

年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物料  编号 | 单位 | 账面 | | | 实存 | | | 数量 | | | | 价格 | | | | 差异  原因 | 责任归属 | 备  注 |
| 数  量 | 单  价 | 金  额 | 数  量 | 单  价 | 金  额 | 盘盈 | | 盘亏 | | 增价 减价 | | | |
| 数量 | 金额 | 数量 | 金额 | 单价 | 金额 | 单价 | 金额 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# 3-093 货仓5S规范表

货仓5S规范表

|  |  |  |
| --- | --- | --- |
| 序号 | 项目 | 规 范 内 容 |
| 1 | 整理 | 把呆废滞料进行处理。 |
| 把一个月生产计划内不用的物品放到指定位置。 |
| 把一周生产计划内要用的物品放到易取位置。 |
| 2 | 整顿 | 应有货仓总体规划图，并按规划图进行区域标识。 |
| 物品按规划进行放置，物品放置位置也应规划。 |
| 物品放置要整齐、容易收发。 |
| 物品在显著位置要有明显的标识，容易辨认。 |
| 货仓通道要畅通，不能堵塞。 |
| 使用的运输工具使用后应摆放整齐。 |
| 消防器材要容易拿取。 |
| 3 | 清扫 | 地面、墙上、天花板、门窗要打扫干净，不能有灰尘。 |
| 物品不能裸露摆放，包装外表要清扫干净。 |
| 运输工具要定期进行清理、加油。 |
| 物品贮存区要通风，光线要好。 |
| 一些水源污染、油污管等要进行修护。 |
| 4 | 清洁 | 每天上下班花3分钟做5S工作。 |
| 随时自我检查，互相检查，定期或不定期进行检查。 |
| 对不符合的情况及时纠正。 |
| 整理、整顿、清扫保持得非常好。 |
| 5 | 素养 | 员工戴厂牌，穿厂服且整洁得体，仪容整齐大方。 |
| 员工言谈举止文明有礼，对人热情大方。 |
| 员工工作精神饱满。 |
| 员工运输货物时小心谨慎，以防碰伤。 |
| 员工有团队精神，互帮互助，积极参加5S活动。 |
| 员工时间观念强。 |

# 3-094 日用商储仓库安全检查表

日用商储仓库安全检查表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 项目 | 内容 | 合格 | 不合格 | 整改  情况 |
| 1 | 围墙 | 砌筑封闭围墙。市区主要路段围墙高2.5米，一般路段不低于1.8米。 |  |  |  |
| 2 | 库区 | 01.库区内要有醒目的禁止烟火标志及消防安全警示标语。 |  |  |  |
| 02.设报警装置及警铃。 |  |  |  |
| 03.库区与生活区分开，库区禁止火种和明火作业。 |  |  |  |
| 04.按照消防技术规范，配备消防设施和器材：  ①每120m2设3-4台灭火器。  ②大型仓库及重点部位须设置消防水栓、消防水带、枪头、扳手、消防桶、黄砂等器材。  ③消防装备应完好有效，取用方便，并定期检查养护，不圈占、埋压、挪用。 |  |  |  |
| 3 | 仓库 | 01.库房仓间标明库号，货区挂储存商品的类别标志。 |  |  |  |
| 02.库内不准设办公室、休息室，不准违章搭建货栅。 |  |  |  |
| 03.面积达5000 m2的大型仓库须设消防水池，配备电动消防水泵及水管。 |  |  |  |
| 04.面积达5000 m2的仓库须设消防室，配备推车式灭火器、消防梯、消防斧、钩、桶等器具。 |  |  |  |
| 05.库房内禁止使用移动照明灯具、碘钨灯、超过60W以上的白炽灯及各种电气设备。库区使用防潮灯，但每个库房外要有独立的开关箱。所有铺设的配电线路应穿管保护。 |  |  |  |
| 4 | 商品  储存 | 01.库存商品应当按照商品大类和商品性能，分库、分类、分垛储存。 |  |  |  |
| 02.每垛占地面积不宜大于是100 m2。留足"五距"：  垛与垛间距不少于1m  垛与灯距不少于0.5 m  垛与墙距不少于0.5 m  垛与梁的间距不少于0.3m。主要通道的宽度不少于是2m。 |  |  |  |
| 03.堆垛上下垂直，左右成行，无倒置，垛层标明：底×层=总数。 |  |  |  |
| 04.危险品（乒乓球、樟脑丸、火柴、发胶、摩丝、丁烷气体等）要分别单独存放，并要防高温，防日照光射，通风散热要好。 |  |  |  |
| 05.火柴入库应分散储存，垛与垛之间必须保持1.8m，垛与仓壁需保持0.5m的距离，高度不超过10件，每垛不超过500件。 |  |  |  |
| 5 | 库内  管理 | 01.应根据商品的性能，对商品保持通风及养护。 |  |  |  |
| 02.勤翻仓、勤整理，合理堆放，对季节性商品及有问题商品要及时处理。 |  |  |  |
| 03.库内卫生清洁整齐，保持走道畅通。 |  |  |  |
| 04.废旧纸箱及垫木杂物集中存放指定位置。 |  |  |  |
| 6 | 消防  安全 | 01.库区制定消防安全防火预案及应急措施。 |  |  |  |
| 02.消防安全工作有专人负责处理日常工作，并组织制定消防安全管理责任制和各项安全措施。 |  |  |  |
| 03.建立义务消防队组织，定期进行业务训练，提高自防自救能力。 |  |  |  |
| 04.消防安全管理工作需建立台帐，并由有关部门组织定期检查。 |  |  |  |
| 05.库区内禁止吸烟及使用电热器具。 |  |  |  |
| 06.消防器具、设备配置应种类合适，数量充足，位置合理，性能可靠。 |  |  |  |
| 07.动用明火须报保卫或安全部门批准，操作现场须有专人监护，周围10m范围内无可燃物，且配足灭火器材，作业结束后检查现场，消除火种。 |  |  |  |
| 7 | 安全  管理 | 01.警卫室制定警卫制度，按时到班，不准脱岗。做好值班记录和交接班手续，遇有情况或急事及时处理。 |  |  |  |
| 02.电梯使用要有专人负责，持证上岗，按时年检，严禁超载及违反操作规程，不能带病行驶，防止发生事故。 |  |  |  |
| 03.电线和电器设备安装、检查、保养、维修等必须由持有电工合格证的电工进行；用电量不超负荷，没有乱拉乱接的临时线路和老化电线。 |  |  |  |
| 04.配电房须专人负责并持证上岗，室内保持整洁，不准放杂物，并配有消防器材。 |  |  |  |
| 05.生活后勤用电：禁止使用大功率、超负荷电器。 |  |  |  |
| 8 | 车辆  管理 | 01.安全行车，严格做到"十个不"：  不闯红灯  不越线  不酒后驾车  不疲劳驾驶  不超速行驶  不超载行驶  不违章超车  不开带病车  不违章变道  不乱停乱放车辆。 |  |  |  |
| 02.车辆行驶中必须遵守交通规则，做到文明行车。 |  |  |  |
| 03.做好车辆的检查维修与保养，强化交通法规意识，严防交通事故。 |  |  |  |
| 9 | 生活  后勤 | 01.饮食卫生：食堂生熟操作间分开，有防蚊、防蝇设施。 |  |  |  |
| 02.环境卫生：垃圾有专门位置堆放，及时清理。 |  |  |  |
| 03.保证供应卫生饮用水，指定专人负责。 |  |  |  |
| 04.厕所有男女界别，有冲洗设备。 |  |  |  |
| 检查人员 | |  | 监督检查(分)站(章) | | |
| 检查的意见和建议：    单位： 负责人签字：  年 月 日 | | | | | |

# 3-095 工业安全(仓库)检查表

工业安全(仓库)检查表

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 检查  类别 | |  | | 检查  时间 | |  | | | 检查人 | |  |
| 受检  单位 | |  | | 受检  部位 | |  | | | 受检人 | |  |
| 序号 | 主要  项目 | 检查内容 | | | | | | 检查结果 | | | 说明 |
| 合格√ | | 不合格× |
| 1 | 消防栓 | 消防栓保养卡是否按时执行 | | | | | |  | |  |  |
| 消防栓各配件是否能正常使用 | | | | | |  | |  |  |
| 消防栓管道是否有消防水 | | | | | |  | |  |  |
| 消防栓前是否堆放货物堵塞 | | | | | |  | |  |  |
| 员工是否会使用消防栓器材 | | | | | |  | |  |  |
| 2 | 灭火器 | 灭火器保养卡是否按时执行 | | | | | |  | |  |  |
| 灭火器各配件是否能正常使用 | | | | | |  | |  |  |
| 灭火器压力表压力指针是否在正常状态 | | | | | |  | |  |  |
| 灭火器前是否堆放货物堵塞 | | | | | |  | |  |  |
| 灭火器是否配备显目地方且离地面约1米内 | | | | | |  | |  |  |
| 仓库灭火器配备30㎡/个，并需吊式灭火器 | | | | | |  | |  |  |
| 员工是否会使用灭火器灭火 | | | | | |  | |  |  |
| 3 | 用电  安全 | 电器开关前是否保留0.8m 的空地 | | | | | |  | |  |  |
| 电器设备是否有警告标示 | | | | | |  | |  |  |
| 电线路是否有私拉乱接 | | | | | |  | |  |  |
| 电线有无绝缘破损、无穿管敷设或裸线 | | | | | |  | |  |  |
| 插座有无破损、炭化 | | | | | |  | |  |  |
| 刀闸、开关接线桩头是否接触不良、裸露 | | | | | |  | |  |  |
| 配电箱有无封闭，能否正常打开 | | | | | |  | |  |  |
| 配电箱有无三级漏电保护 | | | | | |  | |  |  |
| 漏电保护器选用有无不合适或失效；有无熔丝用铜线等代替 | | | | | |  | |  |  |
| 货物堆放是否与灯管电线有0.5ｍ的距离 | | | | | |  | |  |  |
| 库区内是否禁止吸烟及使用电热器具(应禁止) | | | | | |  | |  |  |
| 设备检修，必须停机、切断电源，并在开关上挂“有人检修、禁止合闸”标示牌，必要时设专人监护。 | | | | | |  | |  |  |
| 库房内是否禁止使用移动照明灯具、碘钨灯、超过60W以上的白炽灯及各种电气设备(库区使用防潮灯，但每个库房外要有独立的开关箱。所有铺设的配电线路应穿管保护)。可燃物品库房，照明灯开关应设在库外。 | | | | | |  | |  |  |
| 4 | 设备 | 机动叉车是否有登记证、年度检验证、司机人员操作证 | | | | | |  | |  |  |
| 叉车货叉上是否站人(禁止站人) | | | | | |  | |  |  |
| 叉车在车间内行驶时车速是否过快(车间内限速3KM/H)。 | | | | | |  | |  |  |
| 叉车燃料油、发动机油、齿轮油、波箱油、液压油及水箱水位、电池水是否足够 | | | | | |  | |  |  |
| 叉车叉不易稳定之对象，如高度大的设备、空桶、易滑动之缸体或对象必须绑上绳索，绑紧后方可运输 | | | | | |  | |  |  |
| 手动叉车是否有人站在叉车上滑行(禁止滑行)。 | | | | | |  | |  |  |
| 电梯是否有登记证、年度检验证、司机人员操作证 | | | | | |  | |  |  |
| 序号 | 主要  项目 | 检查内容 | | | | | | 检查结果 | | |  |
| 合格√ | | 不合格× |  |
| 5 | 逃生  标示 | 应急灯是否能正常使用 | | | | | |  | |  |  |
| 安全出口是否有标示 | | | | | |  | |  |  |
| 每个大门口是否有逃生图 | | | | | |  | |  |  |
| 消防信道是否有明显的逃生线路标示 | | | | | |  | |  |  |
| 库区内是否有醒目的禁止烟火标志及消防安全警示标语。 | | | | | |  | |  |  |
| 6 | 作业  场所 | 作业场所的员工在职场是否按要求佩戴符合要求的劳保防护用品 | | | | | |  | |  |  |
| 作业场所是否配备医药箱且药品齐全放于工作现场 | | | | | |  | |  |  |
| 医药用品员工领用是否有记录 | | | | | |  | |  |  |
| 作业场所内的空气.温度、湿度是否有记录和测试 | | | | | |  | |  |  |
| 作业现场员工是否按规定着装 | | | | | |  | |  |  |
| 窗户墙边是否隔0.5m信道 | | | | | |  | |  |  |
| 安全信道安全出口是否堵塞 | | | | | |  | |  |  |
| 每垛占地面积不宜是否大于是100 m2。是否留足"五距"：垛与垛间距不少于1m，垛与灯距不少于0.5 m，垛与墙距不少于0.5 m,垛与梁的间距不少于0.3m。主要信道的宽度不少于是2m | | | | | |  | |  |  |
| 高空货架堆放货物时是否不安全措施确保人员安全(2M以上系高空作业，需防护措施)。 | | | | | |  | |  |  |
| 普通物资仓库不允许存放危险化学品，危险化学品必须储存在专用仓库内，由专人管理。 | | | | | |  | |  |  |
| 动用明火是否须报安全部门批准，操作现场须有专人监护，周围10m范围内无可燃物，且配足灭火器材，作业结束后检查现场，消除火种。 | | | | | |  | |  |  |
| 7 | 管道 | 暖气设备(取暖片)及管道安全距离是否≧0.5M | | | | | |  | |  |  |
| 管道上的阀门是否启闭灵活，关闭严密不漏(流量表、安全阀等均应完好，无泄漏现象)。 | | | | | |  | |  |  |
| 问题及整改  要求 | |  | | | | | | | | | |
| 复查情况 | |  | | | | | | | | | |
| 复查时间 |  | | 复查人 | |  | | | 受查人 |  |

# 3-096 仓库安全检查表

仓库安全检查表

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 项目 | 检查内容 | 检查  结果 |
| 1 | 安全组织 | 是否健全，是否有名单，定期开展活动。 |  |
| 2 | 安全制度 | 是否健全，是否公布，检查落实。 |  |
| 3 | 检查记录 | 是否有安全活动记录，危险因素整改记录。 |  |
| 4 | 通道 | 是否有足够宽度的人行道车道，是否畅通。 |  |
| 5 | 物资存放 | 材料、半成品、成品码放是否整齐安全。分类存放 |  |
| 6 | 起重设备 | 是否已年审、其安全限位装置是否灵敏可靠。 |  |
| 7 | 电气设备 | 其接地，绝缘是否安全可靠，符合防爆要求 |  |
| 8 | 通道、照明 | 是否符合安全规定。 |  |
| 9 | 消防设施 | 是否齐全有效。 |  |
| 10  5Hv设备管理资源网 | 易燃、易爆  剧毒物资5Hv设备管理资源网 | 是否露天存放，存放运输是否符合安全规程。 |  |
| 11 | 安全标志 | 是否有标志，是否显目。 |  |
| 检查意见： | | 5Hv设备管理资源网   5Hv设备管理资源5Hv设备管理资源网 | |
| 检查人： | | 5Hv设备管理资源网   5Hv设备管理资源网5Hv设备管理资源网   5Hv设备管理资源网                          日期：5Hv设备管理资源网 | |

# 3-097 仓库温度、湿度记录表

仓库温度、湿度记录表

库号：　　　　　　　　　　　放置位置：　　　　　　　　储存物品：

安全温度：　　　　　　　　　安全相对湿度：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | 上午 | | | | | | | | 下午 | | | | | | | | 备注 |
| 天  气 | 干  球  ℃ | 湿  球  ℃ | 相对  湿度  （％） | 绝对湿度(g/m3) | | 调节  措施 | 记  录  时  间 | 天气 | 干球℃ | 湿球℃ | 相对  湿度（％） | 绝对湿度(g/m3) | | 调节  措施 | 记录时间 |
| 库  内 | 库  外 | 库  内 | 库  外 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# 3-098 仓库检查记录表

仓库检查记录表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 检查项目 | 月 日 | 月 日 | 月 日 | 月 日 | 月 日 | 月 日 | 月 日 |
| 星期一 | 星期二 | 星期三 | 星期四 | 星期五 | 星期六 | 星期日 |
| 库房清洁 |  |  |  |  |  |  |  |
| 作业通道 |  |  |  |  |  |  |  |
| 用具归位 |  |  |  |  |  |  |  |
| 货物状态 |  |  |  |  |  |  |  |
| 库房温度 |  |  |  |  |  |  |  |
| 相对湿度 |  |  |  |  |  |  |  |
| 照明设备 |  |  |  |  |  |  |  |
| 消防设备 |  |  |  |  |  |  |  |
| 消防通道 |  |  |  |  |  |  |  |
| 防盗 |  |  |  |  |  |  |  |
| 托盘维护 |  |  |  |  |  |  |  |
| 检查人 |  |  |  |  |  |  |  |