

EOTA – Business Process



Document Title:

Media Inventory Control

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Parent Document:

Q-001, Quality Manual

Notify of Changes:

Referenced Document(s):

MGTP-003 Customer Property, ISDP-002 Training Production Process, ADMP-001 Procurement Process, ADMP-003 Receiving/Inspection Process, ITTF-013 Media Requests

Revision History:

Rev.	Description of Change
A	Initial Release
B	Added use of ITTF-013, Media Requests (SMS Records)
08_0904	Changed Media Specialist to Online Learning support Specialist (OLSS). Modified process to better fit actual media request process.
08_0923	Added PM1 to Responsibility Section III and to Step 5.0. Minor grammatical changes for clarification.
09_0910	Added in-house duplication to Steps 4.1/5.1.
11_0406	Modified verbiage for clarification and added “or duplicate in-house” to step 1.0 of the process.

I. Purpose

This document describes the process for managing Emergency Operations Training Academy (EOTA) Media Inventory. Media is considered Customer property and will be maintained/safeguarded from damage and its condition periodically confirmed as defined in MGTP-003, Customer Property. In addition, identification and traceability is maintained for the media inventory.

II. Scope

This process applies to the Online Learning Support Specialist.

III. Responsibility

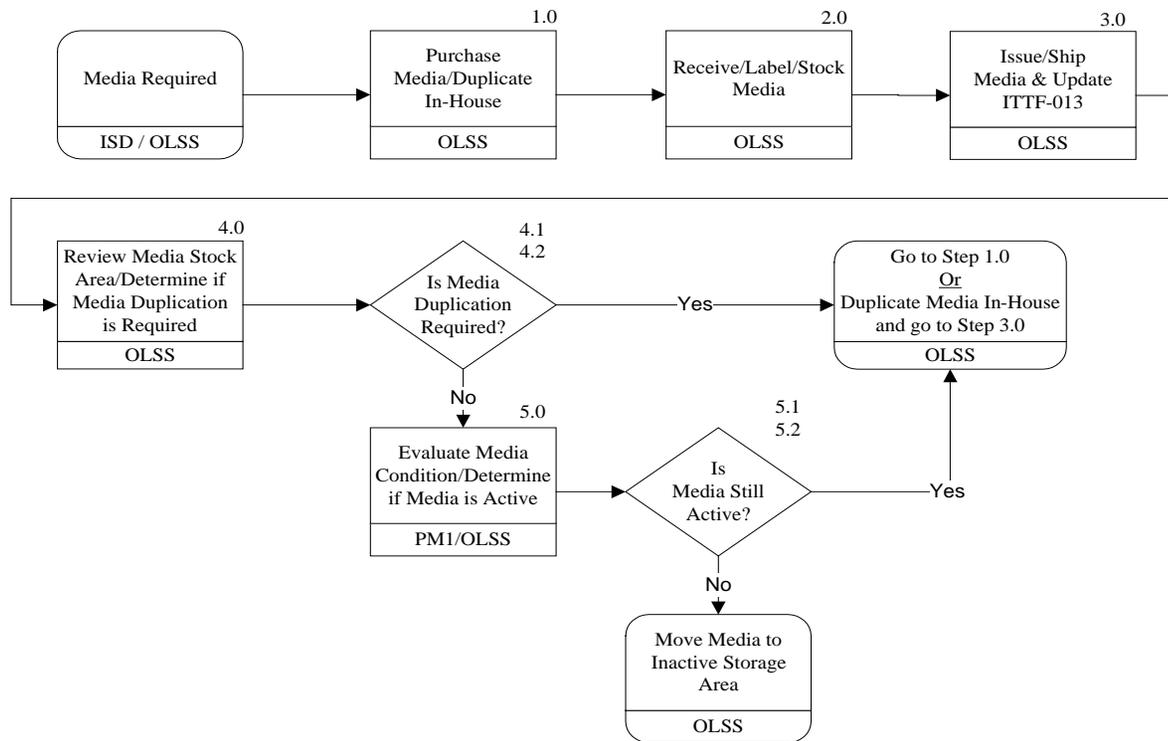
Online Learning Support Specialist (OLSS) – Responsible for the EOTA Media Inventory and related activities.

Program Manager (PM1)/Designee – The Program Manager or Designee will provide direction to the OLSS.

IV. Definitions

Media – Consists of past EOTA courses/classes and supplemental materials for current EOTA courses/classes. These include VHS tapes, DVD's, and CD's. (The original content is archived on Beta tapes).

Process



1.0 Purchase Media/Duplicate In-House

As a result of a media requirement being identified by ISD personnel using ISDP-002, Training Production Process, receipt of a Customer/Student demand, or a re-order requirement, the OLSS will utilize ADMP-001, Procurement Process to purchase the required media or duplicate it in-house.

2.0 Receive/Label/Stock Media

The OLSS will receive the media using ADMP-003, Receiving/Inspection Process and will label the media, if necessary, with the applicable Course Number/Title and stock the media in the Active Media Stock Area.

3.0 Issue/Ship Media and Update

The OLSS will issue/ship the media to the requestor and update ITTF-013, Media Requests with the requestor's shipping information.

4.0 Review Media Stock Area/Determine if Media Duplication is Required

The OLSS will review the media stock area to determine the media re-order requirements.

4.1 If media duplication is required, the OLSS will go to Step 1.0 or Duplicate media in-house and go to Step 3.0.

4.2 If media duplication is not required, the OLSS will go to Step 5.0.

5.0 Evaluate Media Condition/Determine if Media is Active

The OLSS will receive direction from PM1 or Designee as to whether the media is to remain active. The OLSS will evaluate the physical condition of the media and make recommendations to PM1.

5.1 If media is still active, the OLSS will go to Step 1.0, as required.

5.2 If media is not still active (requires archival), the OLSS will physically move the media to the Inactive Media Storage Area.