



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Steven L. Beshear
Governor

Joseph W. Prather
Secretary

STATE HIGHWAY ENGINEER POLICY #2008-01

MEMORANDUM

TO: Chief District Engineers
Deputy Executive Directors

FROM: O. Gilbert Newman, P.E. *OGN*
State Highway Engineer

DATE: January 3, 2008

SUBJECT: Monthly Material Inventory Counts

In keeping with the current policy, each district must perform monthly inventory counts for all crews within Maintenance and Traffic Operations following procedures outlined in the Operation Management System (OMS) Material User's Guide. Also, each district must perform, as a minimum, quarterly inventory counts for all Equipment crews following procedures outlined in the Operation Management System (OMS) Material User's Guide. Copies of the counts are to be maintained at the district office and compiled quarterly by the Deputy Executive Director. Each crew's inventory must include a cover sheet that summarizes the number of errors encountered for each month.

When compiling district quarterly reports, the Deputy Executive Director for the district must review and sign the summary sheet for each month and crew (3 inventories per crew). Excessive errors should be investigated to determine the appropriate corrective measures. The district quarterly reports must be delivered to the Director of Maintenance before the end of the month following each quarter. Reports for the quarter ending December 31, 2007 must be delivered by January 31, 2008 for inclusion in the statewide quarterly report.

Central Office Maintenance staff will review each district report, calculate error rates, and prepare the statewide report. Performance measures will be analyzed based on average error rate per district, highest error rate within each district, percentage of crews with failing error rates (greater than 5%), and number of crews not reporting. The statewide report will then be distributed to the State Highway Engineer's Office, Internal Audits, and each district's Chief District Engineer and Deputy Executive Director.



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Those districts exhibiting continued success as determined by the four performance measures mentioned above will be allowed to adjust their inventory counts from a monthly to a quarterly schedule upon approval of the State Highway Engineer's Office.

Any questions regarding the inventory process should be directed to Aaron Collins in the Division of Maintenance at 502-564-4556.

OGN:CAK