

**MAINTAIN WORK CENTER**

**TRANSACTION CHECKLIST**

\*\*Please tick the required transaction

COMPANY  888 (PHN INDUSTRY SDN BHD)  
 882 (DRB-HICOM MECHATRONICS SDN BHD)

TRANSACTION  INSERT  
 MODIFY  
 DELETE  
 ACTIVATE

PREPARED BY	CHECKED BY	VERIFIED BY	FINANCE APPROVAL

i) Work Center

Description

Work Center Type a) Main Work Center \*   
 b) Sub Work Center \*\*   
 c) Subcontr. Work Center \*\*\*

\* Operation Rate Codes

\*\* Main Work Center

\*\*\* Subcontractor

No. of Machines

No. of Operators

Basic Week Capacity (hrs/ wk)  ·

Basic Day Capacity (hrs/ dy)  ·

Operation Rate:

Labour	(DIL)	<input type="text"/>	·	<input type="text"/>
Machine	(MAC)	<input type="text"/>	·	<input type="text"/>
Labour Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
Machine Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>

ii) Work Center

Description

Work Center Type a) Main Work Center \*   
 b) Sub Work Center \*\*   
 c) Subcontr. Work Center \*\*\*

\* Operation Rate Codes

\*\* Main Work Center

\*\*\* Subcontractor

No. of Machines

No. of Operators

Basic Week Capacity (hrs/ wk)  ·

Basic Day Capacity (hrs/ dy)  ·

Operation Rate:

Labour	(DIL)	<input type="text"/>	·	<input type="text"/>
Machine	(MAC)	<input type="text"/>	·	<input type="text"/>
Labour Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
Machine Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>

iii) Work Center

Description

Work Center Type a) Main Work Center \*   
 b) Sub Work Center \*\*   
 c) Subcontr. Work Center \*\*\*

\* Operation Rate Codes

\*\* Main Work Center

\*\*\* Subcontractor

No. of Machines

No. of Operators

Basic Week Capacity (hrs/ wk)  ·

Basic Day Capacity (hrs/ dy)  ·

Operation Rate:

Labour	(DIL)	<input type="text"/>	·	<input type="text"/>
Machine	(MAC)	<input type="text"/>	·	<input type="text"/>
Labour Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
Machine Overhead	(MIX)	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>
_____	_____	<input type="text"/>	·	<input type="text"/>

**FOR IT DEPARTMENT USE ONLY**

Remarks

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVED	RECEIVED & CHECKED	KEYED IN SYSTEM	VERIFIED
Date: _____	Date: _____	Date: _____	Date: _____