

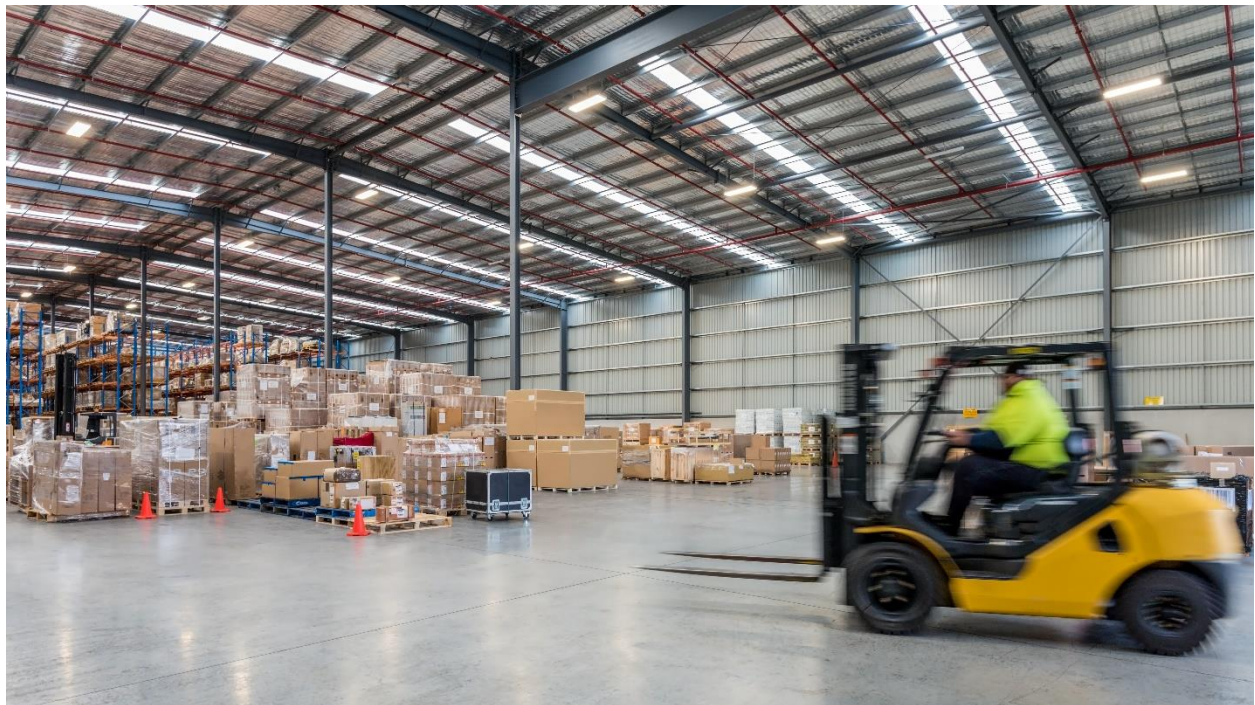


International Diploma

in

Stores, Inventory and Warehouse Management

This is a Program to train and produce effective professional stores and inventory personnel and managers.



An enterprise's success can be greatly affected by the efficiency of its stores operations; efficient stores management can save money, help retain customers and maintain continuous operations; but stores mismanagement can lose an enterprise money, customers and production. A stores manager must be able to manage stores, stockyards and inventory; and plan, organise and coordinate inventory work; and train, supervise and control stores personnel; this Program teaches how that is done, and how to carry out stores management and stock control tasks effectively and professionally.

Course Outline

Module 1 - Introduction to Storekeeping, Stock Control and Stores Management

Why Stores are necessary

Types of enterprises needing Stores:

industrial, manufacturing and construction

trading & distribution

service and utility

Variety of stock/inventory items and materials

What is involved in storekeeping

What is involved in stock control

What is involved in stores and warehouse management

Stores as a non-productive service function

The importance of the provision of a speedy and efficient

Stores service to its main "users"

Relations of Stores with other departments:

production, sales, purchasing, accounts, the supply chain

Principles of Management

What management is and its purpose

The functions of management:

planning

organising

co-ordinating

commanding and motivating

controlling and supervising

The management of personnel:

recruitment:

internal recruitment - what is involved

external recruitment - sources

job descriptions

employee specifications

attributes and qualities sought in stores personnel

employment interviews:

objectives, preparations, interviewers, conduct

selection of suitable candidate(s)

induction and introduction

training on the job

Module 2 - Storehouse & Warehouse Premises: Location and Layout

Advantages and disadvantages of:

ground level location

upper storey location

basement location

Multi-storey Stores

Converting buildings to storehouses

Factors in the location of new stores buildings

Design and construction of new storehouses

Storehouse floors

Doorways and other openings:

types of doors, advantages and disadvantages of each type

Lighting in storehouses

Storehouse heating

Storehouse cooling

Ventilation of storehouses

Types of Stores:

central and departmental

centralisation and decentralisation

Stores layout for:

economy, accessibility, flexibility, protection

common and specialised layouts

Module 3 - Stores Equipment

Types of stores equipment:

storage equipment:

racking and shelving:

slotted-angle metal racking and shelving

bays and runs

open and closed shelving:

compartments, sub-compartments, pigeon holes

the meaning of "binning"

types of bins

cupboards and cabinets

specialised types of racks

reels and tanks

pallets and palletisation:

advantages of using pallets

single decked and double-decked pallets

two-way and four-way entry pallets

box pallets and post pallets

measuring equipment:

for weight, dimension, volume, density

general stores equipment:

ladders, step ladders and steps:

safe use and accident prevention

general tools: common and specialised types

maintenance and repair

cleaning equipment

protective clothing (PPE): common types

Module 4 - Materials Handling

What materials handling involves

The importance of efficient materials handling

Factors in selecting materials handling systems

Costs of equipment

What is meant by manual handling:

its advantages when it can be used

Manual handling equipment:

illustrations of common manual handling equipment

Powered handling equipment:

when it must be used

its advantage

its disadvantages

illustrations of common powered handling equipment

Safety:

training in manual handling

training powered equipment operators

Economy of movement:

avoiding double handling

planning and supervision

Packaging:

advantages of standard quantities

Prevention of damage from careless/improper handling

Equipment for order picking/selection:

illustrations of common equipment

Maintenance of handling equipment

Module 5 - Storehouse and Warehouse Security

Prevention of theft of materials:

secure doors

secure windows and fanlights

allocating responsibilities

Control of keys:

numbering and labelling

maintaining a register of keys

action in the event of loss or copying of keys

Prevention of pilfering of materials:

precautions which can be taken:

limiting access to the Stores

lockable bins and areas

marking target items

controlling issues on loan by:

using a register

using tallies

Prevention of fraud

Protection of stored materials from damage

and deterioration:

common causes of spoilage:

bad handling

water damage and damp
dirt and dust
temperature and humidity
contamination
rodents and insects
incorrect issue sequence
Stock rotation:
the first in first out rule
Fire prevention:
regulations - action to be taken in the event of fire
fire fighting equipment
fire drills
Prevention of injury to stores personnel and others
permitted access:
common causes of accidents in Stores
Protection of stores equipment from loss,
damage and deterioration

Module 6 – Stockyards

Materials suitable for storage in stockyards
Advantages of storage in stockyards
Stockyard location
Fences and walls
Entry/exit points - gates
Gatehouses and gatekeepers
Types of stockyard surfacing
Stockyard security
Precautions against fire:
fire fighting equipment
regulations
fire drills
Layout of stockyards
Stockyard location systems
Ensuring a smooth flow of materials/vehicles into,
out of and through the stockyard
Stockyard handling equipment

Module 7 - Identification of Stock Items

Why codes are used in Stores work
Advantages accruing from the use of codes:
simplicity in ordering
accuracy
avoidance of duplication and over-ordering
assistance in reordering/purchasing
simplification of requisitions
improvement in stock recording
Essentials of stock codes

Types of coding systems:

by end use

by assembly group

by suppliers' codes

Steps in constructing a stock coding system

Colour coding

Grouping and coding by the natures of items

Forms of codes:

alphabetic

numeric

alphanumeric

Random numeric coding

Building a natures of items code

Stores catalogues and vocabularies

Codes as a basis for stock location systems

Standardisation

Module 8 - Stock Records

What records are

The need for stock records

The importance of accurate stock records

Information which might be contained in stock records

Design and layout of stock records

Manually posted stock records:

loose cards

loose-leaf cards

visible cards

advantages and disadvantages of each

Location of record cards

Bin cards

Computerised stock records:

characteristics and advantages of computers

computer hardware

computer software:

tailor-made programs

applications package programs

database systems

bar-codes

Module 9 - Stock Levels and Replenishment/Procurement of Stock

The cost of maintaining stocks:

types of costs involved in maintaining them:

storehouse/stockyard rent and/or maintenance

materials handling expenses

administrative expenses and overheads

losses or depreciation of stock

insurance cover

Reasons why organisations maintain stocks despite the cost:

- operational necessity
- quantity discounts and credit terms
- clerical/administrative work and costs
- economics and economies of scale
- seasonal factors
- reserves

Importance of setting the correct stock levels:

why stocks held should be neither:
inadequate nor excessive - examples of situations which
can arise from holding too little or too much stock

Factors to be considered in setting stock levels:
future requirements, replenishment time, shelf-life
reserves needed, storage capacity

financial considerations, prices and discounts

The Pareto Principle - the "80-20 Rule"

Budgetary considerations in purchasing and stocking

The ABC classification of stocks by usage

The reorder stock level

The minimum stock level

The higher stock level

The hastening stock level

Average stock levels - calculations

Variable stock levels:

regular reviews of levels set:

why they are essential

Procurement, Provisioning and Purchasing

Provision-demand documents

Basic principles of purchasing:

factors involved in selecting suppliers:
price, credit terms and discounts offered
reliability of delivery

proven quality

Quality:

definition and meaning

specifications

traditional and contemporary quality processes

Order forms

Inter-stores indents

Average stock turnover:

formulae and calculations

Reordering systems

The ABC system of stock control by value

Economic order quantity (EOQ)

Materials requirement planning (MRP) system

Just-in-time (JIT) stock management

Use of spreadsheet technology in stock control

Module 10 - Receipts of Stock

Internal and external sources of receipts

Modes of transport:

road, rail, air, water, courier service

containerisation

Documents concerning receipts:

copy order

advice note

delivery note

carrier's consignment note

Receiving procedures:

quantity and damage checks

Electronic proof of delivery

Quality inspections

Inspections by stores, technical and inspection

department personnel

The goods inwards book

Goods-received notes

Shortage/damage reports

Inter-stores transfers:

documents

Receipts from the production department:

documents

Internal returns to Stores

Returns by customers:

documents

The stores manager's responsibilities

Module 11 - Issues of Stock

The importance of the issuing service provided
by the Stores Department

Assistance in meeting users' requirements

Authorisation for issues:

different methods employed

control

Timing of issues

Issues to another section or department:

the issue note

production programmes or schedules

imprest and loan issues, assemblies and kits

replacement issues

Transfers to another Store

Issues to customers:

authorisation documents

cash sales and credit sales

Returns to suppliers:

the goods returned outwards note

Selection, Order-Picking and Marshalling

Selection:

what is involved
sectional selection
travelling selection

Marshalling:

what is involved
marshalling bays and the marshalling area
Training, supervising and checking selection/order-picking,
marshalling and issuing personnel

Packing and Despatching

The despatch department

The importance of adequate packaging:

containers, packing materials, packing equipment
factors influencing methods of transport employed

Setting the despatch routine

production programmes or schedules

imprest and loan issues, assemblies and kits

replacement issues

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Module 12 - Stocktaking, Spot Checks, Stock Valuation

Reasons why stocktaking is performed

Periodic stocktaking

Continuous stocktaking

Circumstances in which continuous stocktaking is necessary:

advantages over periodic stocktaking

Planning and preparations necessary for accurate stocktaking:

teams of stocktakers, training and instructions

advance preparations and readying the storehouse/stockyard

Stocktaking manually, stock counting sheets

Stocktaking using bar code scanners

Mobile stocktaking (MoST) - advantages

Stocktaking by auditors: possible benefits

Spot checks: why and how they are carried out

The treatment of discrepancies:

deficiencies and surpluses, investigations

the stock discrepancy report

writing up and writing down

Valuation of Stock/Inventory

The master stock list

Importance of the accurate valuation of stock

How stock values can affect calculated profits or losses

Stock obsolescence and redundancy

Disposing of obsolete, redundant and damaged stock

Stock Reviews

