

Warehouse Operation, Spares and Inventory Management

Program Description

Warehouse Management and Physical Distribution are important flow control activities in the Logistics Management Function. Regardless of the efficiency with which all preceding activities have been conducted, these activities have major roles in determining the degree to which total customer satisfaction is achieved. In today's global business environment, the quality of warehousing and distribution management can have significant impact on corporate performance and profitability.

It is important that both direct and indirect employees involved in these activities fully understand their roles and indeed the consequences of substandard performance. The ability to co-ordinate internally as a team as well as with other internal functions is crucial to success.

During this program participants will learn how to measure and evaluate warehouse operation performance to improve warehouse efficiency and personnel productivity. Topics include warehouse operational requirements; inventory management; warehouse transactions; receiving procedures; materials handling and storage; warehouse efficiency and layout; concepts of MRP; control systems; replenishment and EOQ; establishing safety stock and service levels; inventory classification; inventory management warehouse operations.

Course Outline

Introduction

- Overview of warehouse operations
- Modern warehousing
- Load unitization
- Factors affecting the design and construction of a new store
- Factors affecting the location of the new store
- Stores layout

Inventory as Working Capital

- Stockholding costs
- Influences on stockholding costs

Requirements Planning

- MRP (Materials requirement planning)

Classification and Coding of Materials

- Stores coding
- The need for stores coding
- The types and forms of coding systems
- Factors to be considered when introducing a stores code
- Construction of a stores code
- Characteristics of an efficient coding system
- Role of other departments in stores coding
- Stores coding and standardisation

Receiving and Inspection of Goods

- Stock receipt
- Stock receipt documents
- Stock receipt cycle
- Special deliveries
- Importance of communications between purchasing and stores
- Internal transfers

Goods Receiving Procedures

- Basic principles
- Accounting procedures
- Liaison with stores and accounts departments

Storage and Housekeeping

- Records
- Planning
- Equipment
- FIFO/LIFO
- Layout
- Identification
- Coding

Issuing and Dispatching

- The issue function
- Types of issues
- Control of stock issues
- Problems associated with control systems
- Documentation
- Issue procedures
- Destinations/receivers
- Dispatch documentation

The Materials Handling System

- Importance of materials handling
- The three stages of materials handling
- Selecting the materials handling system
- Location of material centres
- Packaging and methods of handling

Management and Control of Materials Handling

- Role of Warehouse/Stores management
- Materials handling efficiency
- Methods of materials handling
- Materials handling and storage equipment
- Instructional manuals
- The warehouse/stores manual

The Assessment and Control of Stock - Maintaining Inventory Accuracy

- Stock taking
- Cycle counting
- Physical inventories
- Consignment inventory
- Negative inventory
- The ABC theory
- Methods of stock control
- Stock control systems
- Stock levels
- Minimum stock
- Maximum levels of stock
- Economic Ordering Quantity (EOQ)
- Just-in-Time (JIT) supplies
- Sources of information for stock control
- Stock control and computers
- Stock records and stock control

Deterioration and Stock Rotation

- Dating of stocks
- Control of deterioration and obsolescence
- Costs of deterioration
- Factors that cause stock deterioration
- Stores management and prevention of deterioration

Surplus, Obsolete and Scrap

- Factors that produce obsolete stocks
- Waste reduction & obsolete stock procedures

Stock Record Card and Stocktaking

- Stock record mechanism
- Causes of inaccurate records and/or stock discrepancies
- Example of stock-take procedures instruction

Spares and Inventory Management:

- Modern trends in Inventory Management,
- SIM Techniques
- Min-Max levels,
- Standardisation
- Zero Inventory concepts

- Music-3D Techniques,
- Make BUY Decisions
- Spare Parts -Planning and control
- Maintenance Spares
- Reverse Engineering
- Insurance Spares
- Life Cycle Analysis
- Ancillary Development

Warehouse Security, Health and Safety

- Security services
- Reasons why stores security is vital
- Responsibilities of stores management in relation to storehouse security
- Security policy
- Custody of keys
- Control of entry into stores installations
- Marking and labelling of stock
- Fire precautions
- Warning notice
- Personal Protective Equipments
- Common causes of accidents in the store
- Statement of safety policy
- Codes of safe practice

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