

CERTIFICATE IN SUPPLY CHAIN MANAGEMENT: MODULE ONE

WAREHOUSING OPERATIONS AND STOCK CONTROL

INTRODUCTION

This module unit is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her carry out warehousing and stock control activities in an organization.

General objectives

By the end of this module, the trainee should be able to:

- a) Appreciate the role of warehousing and stock control function in an organization
- b) Appreciate the relationship between the warehousing and stock control function and other functions in an organization
- c) Understand the operational activities carried out in the warehouse and stock control functions

Module Unit Summary and Time Allocation

SUB-MODULE UNITS	CONTENT	TIME(HOURS)
Introduction to warehousing	Meaning of warehousing Role of warehouse Warehousing organization Types of warehouses Factors in setting warehouses Relationship between warehousing department and other departments	6
Receiving and issuing goods	Meaning Factors to consider in receiving goods Preparation for receiving goods Receiving and inspection process Sources of materials requisition Procedure followed in issuing goods	6

	Method of issuing goods	
Classification and coding of materials	<p>Meaning</p> <p>Importance of classification and coding of materials</p> <p>Criteria of classification of materials</p> <p>Materials classification</p> <p>Types of symbols used to code materials</p> <p>Factors to consider in coding materials</p> <p>Methods and bases of coding materials</p> <p>Features of a good coding system</p>	8
Stock location	<p>Meaning</p> <p>Purpose of stock location</p> <p>Factors to consider in selecting stock location</p> <p>Methods of stock location</p> <p>Stores location index</p> <p>Procedure for locating materials in a warehouse</p>	4
Materials preservation	<p>Meaning</p> <p>Importance of materials preservation</p> <p>Factors considered in selecting materials preservation method</p> <p>Methods used in preserving materials</p>	10
packaging	<p>Meaning</p> <p>Purpose of packaging materials</p> <p>Factors to consider in selecting and packaging materials</p> <p>Types of packages</p>	10
Materials handling	<p>Meaning</p> <p>Objectives of material handling</p> <p>Factors to consider in selecting materials handling equipment</p> <p>Materials handling methods</p> <p>Principles to be observed when handling materials</p> <p>Types of materials handling equipment</p>	10
Stock control	<p>Meaning</p> <p>Reasons for holding stock</p> <p>Importance of stock control</p> <p>Factors to consider in stock control</p> <p>Stock control methods</p>	10
Stock recording	<p>Meaning</p> <p>Importance of stock recording</p>	10

	<p>Factors to consider in selecting stock recording methods to use</p> <p>Stock recording methods</p> <p>Types of stock records</p> <p>Ways of maintaining stores records</p>	
Stock taking	<p>Meaning</p> <p>Reasons for conducting stock taking</p> <p>Importance of stock taking</p> <p>Factors to consider in conducting stock taking exercise</p> <p>Methods of stock taking</p> <p>Procedure for stock taking</p> <p>Preparation for stock taking</p> <p>Approaches to stock taking</p>	10
Safety and security	<p>Meaning</p> <p>Importance</p> <p>Factors to consider in relation to safety and security of stock and store</p>	8
Emerging issues and trends in warehousing operations and stock control	<p>Emerging issues and trends</p> <p>Challenges posed</p> <p>Coping with challenges</p>	4
TOTAL		100