

INVENTORY AND WAREHOUSE MANAGEMENT

Purpose of the Course:

This intensive and practical training on warehouse operations and inventory management will help you stay in touch with the most important new concepts in the warehousing/distribution field, allowing you to respond to the ever-changing operational demands created by an ever-expanding global market.

Duration:

2 days

Cost:

R10 250 per person

Course Outline and Schedule:

Day 1- Warehouse Management

1. Warehouse Organization
 - Position of warehouse/stores division in the Organization
 - Delegation of Authority
2. Requisitions and Replenishment of Materials
 - Replenishment of Stock Items
 - Distribution of MRP
3. Receipt and Inspection of Materials
 - Receipt of Materials
 - Inspection
4. Issue of Materials
 - Procedure for Emergency Issues
 - Procedure for materials Issued on Loan Basis



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5. Stocktaking

- Reason for Higher Physical Balance in the Inventory
- Rectification of Shortage/Excess

Day 2

6. Discrepancies and Their Resolution

- Processing and Distribution of DR
- Handling of Materials Under Discrepancy

7. Control of Tools, Surplus, and Scrap Materials

- Control Tools
- Scrap Materials

8. Storage and Handling Practices of Materials

- Storage of Motors and Castables
- Storage of Industrial Gases

9. Computerization of Warehouse Activities

- Creating a Database for Transactional Tasks
- Leading Store-keeping and Inventory Control Packages

10. Performance Evaluation of Stores Activities

- Criticism of Stores Division
- Lessons to be Drawn from Performance Evaluation

11. ISO Standards and Warehouse Activities

- Warehouse Activities and Quality Assurance

