

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



STORES MANAGEMENT & STOCK CONTROL

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The Supply Function:

- Stores
- Responsibilities
- Organisation
- Position of Stores Within the Purchasing & Supply Organisation
- Relationships with Other Departments
- Materials Management
- Logistics
- The Supply Chain Concept
- The British Standard Guide to Stock Control

Identification of Materials:

- Coding of Materials
- Advantages of a Coding System
- Code Symbols
- Interpretation of Codes
- Methods of Coding
- Self-Validating Codes
- Organising a Materials Vocabulary
- Specification
- Bar Coding
- Variety Reductions
- Some Widely Used Coding Systems

Receipt & Inspection:

- Expediting
- Receipts from Suppliers
- Transfers from other Storehouses
- Returns from Production or other Departments
- Scrap Arising
- Inspection
- Vendor Quality Rating
- Marshalling Receipts
- Receipt of Capital Items within the Organisation

Issue & Dispatch:

- Authorisation of Issues
- Identification of Requirements
- Timing of Issues
- Methods of Issuing Stores for Internal Use
- Dispatch of Goods Outside the Organisation

Records & Systems:

- Purpose of Stock Records
- Manual Systems
- Computerised Systems
- Electronic Data Interchange
- Current Developments

Materials Accounting:

- The Value of Stores in Stock
- Basis of Material Costing
- Methods of Pricing Material
- Arrangement of Stores Accounts
- Provisions
- Control of Stock by Value
- Budgetary Control
- Annual Audit

Approach to the Provision of Materials:

- Reasons for Holding Stock
- Dependent & Independent Demand
- Approaches Taken in Production Organisations
- Differing Stock Control Needs of Construction, Service & Retail Organisations
- The Extent of Stockholdings
- Ordering Quantities
- Range
- Consignment Stocktaking

Stock Control Techniques:

- Provisioning
- Approaches to Control
- Visual Approaches to Control
- Programming Deliveries
- Ordering Quantities
- The Need for Differential Control
- ABC Analysis Classification of Stock According to Purpose
- Forecasting Demand
- The Use of Probability in Inventory Control
- The Setting of Recorder Levels
- The Provision of Safety Stock
- Simulation
- Physical Security
- Responsibility for Stock
- Purpose of Stocktaking
- Periodic Stocktaking
- Continuous Stocktaking
- Stocktaking Procedure
- Treatment of Discrepancies
- Obsolescence & Redundancy
- Stock Checking

Storehouses & Stockyards:

- New Stores Buildings
- Large Central Storehouses
- Storehouses Serving One Factory or Operating Unit
- Hiring of Storage Accommodation
- Stockyards
- Construction of Stockyards
- Stockyard Facilities
- Buildings & Enclosures Within the Stockyard

Stores Operations:

- Security
- Knowledge of Materials
- Prevention of Deterioration
- Storehouse Location Systems
- Flow
- Departmental Stores
- Work-In-Progress Stores
- Special Storage Facilities
- Centralisation of Storage Central Stores
- The Assessment of Stores Efficiency
- The Measurement of Stores Efficiency
- Redundant Stock

Health & Safety:

- European Directives on Health & Safety at Work
- Manual Lifting
- The Control of Substances Hazardous to Health Regulations
- Mechanical Lifting
- Fire Precautions

Storage Equipment:

- Adjustable Steel Shelving
- Bins
- Pallets
- Racks
- Measuring Equipment
- Ladders & Steps
- Cleaning Equipment
- General Tools
- Live Storage
- Automation of Warehouse Work

Materials Handling:

- Benefits of Proper Materials Handling
- Manual Handling
- Mechanical Handling
- Assessment of Handling Problems for Mechanisation
- Hand-Operated Equipment
- Power-Driven Equipment
- The Relationship of Materials Handling to Transport

Procedures Manuals:

- The Need for Procedure Manuals
- Procedures
- Advantages & Disadvantages of a Manual
- Preparation of the Manual
- Contents of the Manual
- Publication & Distribution
- Implementation of the Manual
- Work Study

Reading List

Main Text:

- Storage & Supply of Materials - D Jessop & A Morrison (Pitman)