



Warehouse, Stores and Stock Control Management

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Introduction:

Warehouses, stores and stock control management is an intensive five day course, for those who want to understand and implement the essential tools for managing warehousing and stores and stock control. Participants are shown how to evaluate procedures and make needed changes to methods to improve customer service whilst achieving resource reductions; eliminate wasteful costs; avoid internal problems that limit performance; obtain added value for money.

Who Should Attend?

Those new to managing warehouses or stores

Those non warehouse people who need to gain an awareness of the issues and key drivers of stock control operations

Stock, Warehouse and Distribution Supervisors/Managers

Owners, operators and Directors of companies with warehouse and stores operations

Personal Impact:

- How to analyze stock
- How to make productivity improvements
- How to select and maintain equipment
- How to conduct safe operations
- A framework for continual improvement
- Best in class practices

Organizational Impact:

- To Examine the link of stock in the company operations and activities
- To Analyze the key areas of operations
- To Identify and Understand key performance indicators
- To Succeed in improving operations

Course Outline:

Day one The Role of the Warehouse An introduction to why we need a warehouse, what functions do they cover, how do they fit into the supply chain including:

- The balance between sorting and storing
- 12 initial questions to ask about warehousing activity

Product Classification It is important to establish key characteristics of the products handled as this have implications for all the warehouse operations. Such characteristics include:

- Supply /demand variables
- ABC Analysis or the 80/20 rule
- Determining product handling groups
- Throughputs and product formats

Day two Layout options in examining all the operations undertaken, the balance has to be found between maximizing space usage whilst minimizing the time taken to carry out the operations. This involves looking at:

- Receiving options
- Storage options
- Picking/assembly options
- Dispatching options
- Using the floor and the height space
- Organizing for flow

Methods and Equipment Here we specifically look at the lifting, storing and moving equipment available for specific layout options, including:

- Warehouse structures

- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

Day three Health and Safety Warehouses are potentially dangerous areas in which to work, and an overview of the appropriate legalization will be looked at, including:

- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising peoples awareness

Security and Loss This session looks at minimizing internal and external theft, recognizing that, generally internal theft is the major problem. Preventative measures will be briefly discussed

Day four Productivity and Costs To make operations efficient and effective, then cost control and productivity need to be managed. This session will therefore look at:

- Fixed and variable costs
- Typical costs involved
- A model for understanding the roles of productivity, utilization, and performance
- Setting productivity and cost targets
- The importance of having measurements and key indications of performance

Service levels As Warehouses are a link in the total process of satisfying customers, this session will therefore look at:

- Internal and external customers
- The three key customer service measure
- Customer service sampling

- Effects of substandard service
- Minimizing errors

Stock Coding The method by which stock is coded is important in the overall management process, this session will examine:

- Different methods
- Understanding of all involved
- Checklists to help on deciding the best option

Day five Stock Recording This session looks at stock recording, a critical aspect of stock control and if done incorrectly is the source of many subsequent errors

- Separation of powers
- Legal issues
- How do we get inaccuracies?

Stock Checking Much time can be spent on this activity, but there are methods to both minimize the time and at the same time increase checking accuracy. This session examines such aspects

- Roles and Responsibility
- Requirements
- Job Descriptions
- Authority levels
- Tolerances and approvals
- The program
- Options

Reconciliations / discrepancies