



Material Cataloging, Specifications & Storage

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Procurement
Supply Chain
Distribution
Time to Market

Material Cataloging, Specifications & Storage

Introduction:

This unique program is aimed at assisting delegates to develop skills and competence on how to establish and maintain a comprehensive materials and product catalogue to support business and operations covering all operational, maintenance and supporting activities. Skill set on how to ensure timely supply and services of the right products from the right sources will also be covered. Understanding and confidently provide standard product specification in line with approved standards such as API, ASTM, BS, JIS, DIN and other renowned standards.

Delegates would be able to equip themselves on how to categorize and integrate master product catalogue into User's Parts list of equipment/plant and machineries including production, maintenance and construction materials list. This Program will also provide delegates on how to effectively maintain records related to products, standards, specifications and certifications to ensure prompt provision of information including statistics and exercises related to master catalogue.

Who should attend?

- Any Professionals from the Procurement and Purchasing Department/Team
- Cataloguing Engineers
- Materials Engineers
- Configuration Professionals/Engineers/Specialists
- Material Planners/Equipment and Storage Specialists

- Requirements Specialists/Executives

Training Methodology:

This program will be delivered by number of short and long class exercises, team working and presentation, video, situation based case studies, work-based problem solving, awareness of various Materials Management Systems and Configuration Management Systems.

Course Objectives:

- To review, analyze and classify the stock (inventory) line items for its adequacy and completeness of specification, catalogue group, validity, compliance and its linkage of the user's requirement.
- Know how to gather and assemble data of non-stock materials (direct purchase materials) from various user divisions/departments
- Able to classify and assign appropriate product group and to integrate with master product catalogue
- To understand how to develop unique product/catalogue identification code/part identifications for all products and services in line with International accepted cataloguing system and procedure to ensure technical and commercial integrity of the product and equipment
- Ability to use Configuration Management Systems
- To appraise standard technical specification, acceptable quality standards and in compliance with global Health, Safety, Environment and Quality Management systems
- Know how to assign storage and handling procedure based on the manufacturer's guidelines

Course Outline:

Day1 - Essentials of Material Cataloguing, Specifications & Storage Planning

- To review materials catalogue to ensure it is in the specified templates/format
- Configuration Management System
- Configuration Management Issues, Problems and Challenges and how to rectify
- How to monitor and Control the Grouping
- Coding and Linking related to technical documents, plans, bills and drawings
- Approved Standards of Items, Materials, Products and Equipment

Day2 - Technical Integrity of the Materials Cataloguing & Storage Planning

- Change Management System dealing with change request
- Review, monitor and follow up the updates of incoming change request proposal and non- compliance records
- How to ensure completeness of equipment and materials data in the Materials Management System
- Review and verification of additional data/amendments coming from physical stock checking process
- How to raise an effective, cost and time saving change request/variation orders
- Initiating corrective action request to ensure accuracy and completeness

Day3 - Commercial Integrity of the Materials Cataloguing & Storage Planning

- Payment approval process – Supervision and checks of suppliers/vendors invoices
- Commercial Configuration process to improve interchangeability and deliverability
- Physical verification process, onsite visits in coordination with Inventory Control, Warehouse Operations and User's requirements.
- Dealing with replicated and duplicated items
- Review and coordinate with vendors and manufacturers on materials and equipment specifications following queries raised during procurement and purchase
- Analysis, evaluation and coordination with Users and Inventory Control for acceptance and ensure system updates of new requirements, change request and purchase datasets

Day4 - Enhancing Materials Catalogue Management and Optimum Storage Planning

- How to deal with Obsolete and Substitute Offers
- Coordinating the collection of relevant data, service, location details, part list and drawing of Obsolete Equipment and Parts
- Potential Issues, Problems and Challenges of Obsolete and Substitute Materials and Equipment
- Gaining acceptance of substitute materials specifications for the introduction of new products
- Version control and monitoring of items of obsolete and substitute materials & equipment

Day5 - Materials & Storage Standards and Specifications

- Alternative Specification and Alternative Sources with acceptable material specification
- Multisource approaches to reduce monopoly by single source supplier (achieving economies of scale)
- Coordination with end-users, technical departments and manufacturers to facilitate in identifying all hazardous substances
- Modification of buying description to comply with the relevant safety standards, clauses and codes of practices in accordance with the International Safety Regulations (IMDG, SOLAS, DOT)
- Supervision, control and monitoring of Materials Safety Data Sheets for all Hazardous Materials