BTS
Training & Consultancy

Effective Storekeeping Skills

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Effective Storekeeping Skills

Introduction:

Companies in the manufacturing and service sectors have realized significant cost reductions in their operations by eliminating the excess inventory and maintaining the minimum essential parts and supplies in the stockroom. The implications of implementing these modern manufacturing principles is that each function of the operations must work in harmony and there can be no mishaps in any one of the business functions supporting operations. Storeroom is the key to successful transformation to implementation of best modern practices. The seminar will provide best practices on how to:

- Set up and maintain storeroom utilizing best practices

- Increase productivity in the storeroom

- Assure eliminating all stock outs

- Organize and track flow of materials

- Select and retain best qualified personnel

Who Should Attend?

Maintenance and Operations Managers, Line Production Supervisors and Production Engineers, Logistics, materials and Supply Chain professionals, plant superintendents, inventory planners, master planners, master schedulers, production and maintenance first line supervisors. In addition Purchasing Agents and those involved with implementing Just-In-Time, Kanban and Manufacturing Resource Planning initiatives will benefit.

Seminar Methodology:

The seminar will be taught using theoretical background, illustrated with real examples, true / false, multiple choice and word problems on subjects covered to gauge the level of comprehension by the participants as well as group discussions and small team exercises. The best storeroom layouts and inventory management theories will be examined throughout the week and participants will be encouraged to share ideas and experiences to stimulate the overall seminar.

Course Objectives:

This seminar will provide the guiding principles on setting up a stockroom addressing the advantages and disadvantages of different storeroom layouts. In addition it will provide guidelines on best space utilization and ABC categorization, and determining optimum storeroom layout considering the labor costs associated with product / parts movements. Participants will broaden their knowledgebase and will make informed business decisions regarding effective storeroom operations.

Course Outline:

D A Y - 1

Storeroom Management

- Receipt
- Material Stocking
- Issues
- Returns To Stock
- Returns To vendors
- Repair / Warranty Tracking

D A Y - 2

Storeroom Layout

- Storage facility design

- Efficient space utilization

- Setting up storeroom procedures

- Spare parts List and Parts Catalog

- New Item Setup

D A Y - 3

Receiving and Disbursements

- Receiving parts and delivery to storeroom

- Materials verification and inspection

- Stocking procedures

- Vendor discrepancy issues and resolutions

- Inventory Control procedures

- Disbursement of goods

- Field Deliveries

- Problem shipment, invoice identification and resolution

- Concept of ABC Set up

- Cyclical Inventories

- Spares requisition and purchasing

- CMMS – Computerized Maintenance Management System

D A Y - 4

Supplier Relations

- Integration of suppliers

- Consignment inventory concepts

- Just-In-Time Inventory Concepts

- Kanban system

- Analysis of Spares Inventories

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  - What to stock

- - How many to stock
  - When to re-order – ROP
  - Parts standardization
- Inventory management
- RCM – Reliability Centered Maintenance

D A Y - 5

Storeroom Management – Other Considerations

- Integrated Supply Concepts
- Stores personnel – Supervision
- Stores personnel – Work Force
- Performance metric definition
- Tool room management
- Safety issues in Storeroom

Emergency preparedness