

SECTION A (32 marks)

Answer ALL the questions in this section in the spaces provided after each question.

1. State **four** functions of a warehouse in an organisation. (4 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____

2. Outline **four** types of records which may be maintained in a warehouse. (4 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____

3. Identify **three** methods that a warehouse clerk may use to value materials issued to user departments. (3 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____

4. State **four** types of materials handling equipment which may be found in a warehouse. (4 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____

5. State **three** methods that may be used to control stock under the fixed order system. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
6. Identify **three** methods which may be used to preserve materials in a warehouse. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
7. State **three** types of stores layout that an organisation may adopt. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
8. Identify **three** types of packages used in a warehouse. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
9. State **three** approaches commonly used in a stocktaking exercise. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
10. State **two** stock location methods which may be used in a warehouse. (2 marks)
- (i) _____
- (ii) _____

to be involved in the process of stocktaking

SECTION B (68 marks)

Answer any **FOUR** questions from this section in the spaces provided after question 16.

11. (a) Explain **six** measures that a warehouse officer should take in order to enhance security in a warehouse. (9 marks)
- (b) Explain **four** benefits that may accrue to an organisation from conducting frequent stock taking. (8 marks)
12. (a) Explain **four** benefits that may accrue to an organisation from using Economic Order Quantity (EOQ) technique in controlling its stock. (8 marks)
- (b) Highlight **six** ways in which information communication technology (ICT) can be applied in a warehouse. (9 marks)
13. (a) Explain **six** advantages that an organisation may derive from using bar codes in materials identification in a warehouse. (9 marks)
- (b) As a clerk in the receiving section of a busy warehouse, highlight **four** documents that you may use in executing your duties. (8 marks)
14. (a) Explain **four** services that warehousing function may provide to the production unit in an organisation (8 marks)
- (b) Highlight **six** features of a good stock location system. (9 marks)
15. (a) The following information, in regard of a stock item, has been obtained from the stock records of Farasi Company Limited.
- | | | |
|-------------------|---|-------------------------------|
| Normal usage | - | 1000 units per week of 6 days |
| Minimum usage | - | 100 units per week of 6 days |
| Maximum usage | - | 300 units per week of 6 days |
| Re-order quantity | - | 800 units |
| Re-order period | - | 5 to 8 weeks |
- Determine:
- (i) Maximum level
- (ii) Minimum level
- (iii) Re-order level
- (iv) Average stock level for the stock item. (8 marks)
- (b) Explain **six** purposes of packaging materials in an organisation. (9 marks)
16. (a) Explain **six** aspects of design that may be considered in the construction of a warehouse in an organisation. (9 marks)