

**SECTION A: (32 marks)**

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

1. State **three** types of information that marketing department should provide to the warehousing department in an organization. (3 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  
2. State **three** purposes of a Goods Received Note in an organization. (3 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  
3. Identify **three** essential features of a materials coding system in an organization. (3 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  
4. State **two** advantages to an organization of using a random stores location system. (2 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  
5. Give **three** reasons for adopting a U-shaped stores layout in an organization. (3 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  
6. State **two** disadvantages to an organization of using refrigeration as a method of preserving its materials. (2 marks)
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_

7. List **two** disadvantages to an organization of using plastic packages. (2 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
8. State **three** types of powered conveyors in handling materials in an organization. (3 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
9. State **two** benefits that may accrue to an organization from adopting the Economic Order Quantity (EOQ) technique in controlling its stock items. (2 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
10. Outline **three** types of information that is contained in the stores ledger. (3 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
11. State **three** advantages to an organization of adopting a continuous stocktaking method in its operations. (3 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
12. Outline **three** precautionary measures that a storekeeper should observe when handling stores keys. (3 marks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

**SECTION B: (68 marks)**

Answer any **FOUR** questions from this section in the spaces provided after question 18.

13. (a) Explain **six** functions of a warehouse in a manufacturing organization. (9 marks)
- (b) Explain **four** problems that an organization may face while preserving its stock items. (8 marks)
14. (a) Many organizations have increased use of containers in packaging of materials. Highlight **six** reasons that may account for this trend. (9 marks)
- (b) Outline **four** circumstances that may influence an organization to adopt a Just In Time (JIT) method of stock control. (8 marks)
15. (a) Outline **four** duties of a stock recording clerk in an organization. (8 marks)
- (b) Highlight **six** roles of a storekeeper during a stock-taking exercise in an organization. (9 marks)
16. (a) The following information relates to a particular item X used in operations of a certain organization.

Normal usage	120 units per day
Minimum usage	70 units per day
Maximum usage	140 units per day
Lead time	25 - 30 days
Economic order quantity	600 units

Compute:

- (i) re-order level; (3 marks)
- (ii) minimum level; (3 marks)
- (iii) maximum level. (3 marks)
- (b) Highlight **four** measures that a storekeeper should take to safeguard stock items against theft in a store. (8 marks)
17. (a) As a storekeeper in your organization, you have been informed of an impending delivery of goods from a supplier. Highlight **six** preparations you would take in order to receive the goods. (9 marks)
- (b) Explain **four** disadvantages to an organization of failing to standardize its stock items. (8 marks)
18. (a) Highlight **four** factors that an organization should consider in selecting a stores layout for its warehouse. (8 marks)
- (b) Outline **six** factors that an organization should consider when locating its warehouse. (9 marks)