

1. (a) Highlight **five** duties of a stores supervisor in a supply department of an organization. (10 marks)
- (b) Contract Management is one of the stages in the Purchasing procedures for goods. Highlight **five** advantages to an organization of contracts management. (10 marks)
2. (a) One of the stock control technique used by organizations is the Economic Order Quantity (EOQ). Explain **four** benefits to an organization of using the technique. (8 marks)
- (b) Kazi Ngumu freight company Ltd, prefer storing their materials in bonded warehouses. Highlight **six** operational characteristics of the warehouses. (12 marks)
3. (a) One of the methods used by organisations to inspect materials receipts is sampling inspection. Explain the circumstances under which an organization would use sampling as a method of materials inspection. (10 marks)
- (b) Highlight **five** types of packages used in preservation of materials in organizations. (10 marks)
4. (a) Explain **five** measures that organizations may take to ensure the safety of staff in a warehouse. (10 marks)
- (b) Highlight **five** operational characteristics of a good store layout. (10 marks)
5. (a) "Bar coding" is one of the methods used in business operations. Highlight **six** merits to the organization of using the method. (12 marks)
- (b) Highlight the role played by the transport sector in business management in a country. (8 marks)
6. (a) Explain **six** operational factors that are considered by an organization when selecting a mode of transport for its materials. (12 marks)
- (b) Explain **four** internal organizational functions of the transport department relating to incoming shipment. (8 marks)
7. (a) Highlight **five** functions of the transport licensing board (TLB) of Kenya. (10 marks)
- (b) Explain **five** duties that are performed by a purchasing officer in an organization. (10 marks)