8.1.0 WAREHOUSING OPERATIONS AND STOCK CONTROL

8.1.01 Introduction

This module unit is intended to equip the trainee with the knowledge, skills and attitudes that will enable him/her to effectively carry out warehousing and stock control activities in an Organisation

8.1.02 General Objectives

By the end of the module unit, the trainee should be able to:

- a) describe the role of warehousing and stock control function in an organisation
- b) explain the relationship between the warehousing and stock control function and other functions in an Organisation
- outline the operational activities carried out in the warehouse and stock control functions

8.1.03 Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
8.101	Introduction of Warehousing	 Meaning of Warehousing Role of warehouse Warehousing Organisation Types of warehouses Factors in setting warehouses Relationships between warehousing department and other departments 	10
8.1.02	Receiving and Issuing Goods	 Meaning Receiving and Issuing Goods Factors to consider in receiving 	12
		goods Preparation for receiving goods Receiving and inspection process	
		 Sources of materials requisition Procedure followed in issuing goods Method of issuing good 	
8.1.03	Classification and Coding of Materials	 Meaning of terms Importance of classification and coding of materials Criteria of classification of materials Materials classification Types of symbols used to code 	12

Code	Sub-Module Units	Content	Time (Hours)
		 materials Factors to consider in coding materials Methods and bases of coding materials Features of a good coding system 	
8.1.04	Stock Location	 Meaning of Stock Location Purpose of stock location Factors to consider in selecting stock location Methods of stock location Procedure for locating materials in a warehouse 	10
8.1.05	Stores Layout	 Meaning of Stores Layout Factors considered in selecting stores layout Types of stores layout Features of a good stores layout 	10
8.1.06	Materials Preservation	 Meaning of Material Preservation Importance of materials preservation Factors considered in selecting materials preservation method Methods used in preserving materials 	10
8.1.07	Packaging	 Meaning of packaging Purpose of packaging materials Factors to consider in selecting and packaging for materials Types of packages 	10
8.1.08	Materials Handlings	 Meaning of Material Handling Objectives of materials handling Factors to consider in selecting materials handling equipment Materials handling methods Principles to be observed when handling materials Types of materials handling equipment 	10

8.1.01	INTRODUCTION TO WAREHOUSING	8.1.0173	Warehousing Organisation - Centralization - Decentralization
	Theory		 Combined(centralized and decentralized)
8.1 O]T	Specific Objectives By the end of the submodule unit, the trained should be able to: a) explain the meaning of a warehouse and warehousing b) explain the role of a warehouse c) explain the Organisation of warehousing activities d) explain types of warehouses e) discuss the factors considered when setting a warehouse f) explain relationship between warehousing department and other	8.1.01T4 8.1.01T5 8.1.01T6	- Advantages/disadvantag es of warehousing Types of warehouses - Private warehouses - Public Warehouses - Government warehouses - Cooperatives warehouse - Bonded warehouse Factors considered when setting warehouse Relationship between warehousing department and other departments - purchasing - production - marketing - finance - human resources
	departments	8.1.01P	Specific Objective
8 1 0 1 C	Competence The trainee should have the ability to relate warehousing operation to an Organisation		By the end of the sub- module unit, the trainee should be able to illustrate diagrammatically the Organisation of the warehousing activities
8.1.0171	Content Meaning of Terms - Warehouse		Content
8.1.01T2	- Warehousing Role of warehousing	8.1.01P1	Organisation of warehousing activities in an entity

8 1 09	Sub-Module Unit	S Content	Time (Hours
8.1.10	Inventory Management/Stock Control	 Meaning of Stock Control Reasons for holding stock Importance of stock control Factors to consider in selecting in stock control methods Stock control methods 	8
8.1.11	Stock Taking	 Meaning of Stock Recording Importance of stock recording Factors to consider in selecting stock recording methods to use Stock recording methods Types of stock records Ways of maintaining stores records 	10
•	Stock Taking	 Meaning of Stock taking Reasons for conducting stock taking Importance of stock taking Factors to consider in conducting stock taking exercise Methods of stock taking Procedure for stock taking Preparation for stock taking Approaches to stock taking 	8
	Safety and Security	 Meaning of Safety and Security Importance of Safety and Security Factors to consider in relation to safety and security of stock and store 	6
		 Emerging issues and trends in warehousing operations and stock control Challenges posed by emerging issues and trends in warehousing operations and stock control Coping with challenges posed by emerging issues and trends in warehousing operations and stock control 	4
Tot	-1	77.401	+

	Suggested /Teaching Learning Resources - Text books		g) explain the methods of issuing goods
	- Journals - Manuals	8 1.02C	Competence The trained should have the ability to inspect.
	Suggested Teaching/ Learning Activities - Group discussion		receive and issue goods in a warehouse.
	NotesExplanationQuestion and answer	8.1.02Tl	Content Meaning of terms - Receiving
	Suggested Assessment Methods	8.1.02T2	- Issuing Factors to consider when receiving goods
	- Continuous Assessment Tests	8.1.02T3 8.1.02T4	Preparation for receiving goods Receiving and
8.1.02	RECEIVING AND ISSUING OF GOODS		inspection processes - Confirmation of carrier/vessel
	Theory	, c ₀),	- Confirmation of destination
8.1.02T	Specific Objectives By the end of the submodule unit, the trainee should be able to: a) explain the meaning of receiving and issuing of goods b) explain the factors to consider in receiving goods c) highlight the preparation for receiving goods d) describe the	5 1 02Ts	 Confirmation of documentation Offloading Confirmation of packages Physical check Quantity and quality check Preparation of relevant documents Storage/rejection of goods Adjustment of stores ledgers
	receiving and inspection processes e) identify the sources of materials	8.1.02T5	Sources of materials requisition - User departments (internal customer)
	requisitions f) describe procedure followed in issuing goods to customers	8.1.02T6	 External customer Procedure followed in issuing goods

8 1.02T7	Methods of issuing goods - Imprest - Allocated - Scheduled	8.1.03	CLASSIFICATION AND CODING MATERIALS
	- Replacement		Theory
	- Initial		
	Practice	8.1.03T	Specific Objectives By the end of the sub- module unit, the trainee
8.1.02P	Specific Objective		should be able to:
	By the end of the sub-		 a) explain the meaning
	module unit, the trainee		of classification and
	should be able to carry		coding
	out the process of		b) explain the
	receiving and issuing		importance of
	goods.		classification and coding of materials
	Content		
8.1.02P1	Process of receiving and		c) explain the criteria of
	issuing goods		classifying materials d) explain the classes of
	Suggested		materials
	Suggested Teaching/Learning	sytuaticol,	e) identify the types of
	Resources .		symbols used to code
	- Text books	7	materials
	Magazinas	9 '	f) explain factors
	- Magazines - Journals		considered in coding
	- Manuals		materials
	- Internet		g) describe the bases of
	- internet		coding materials
	Suggesied		h) describe the features
	Teaching/Learning		of a good coding
	Activities		system
	- Group discussion	8.1.03C	C
	- Notes	0.1.03C	Competence
	- Explanation		The trainee should
	- Question and answer		have the ability to
	- Question and answer		classify materials
	Suggested Evaluation		and design a material
	Methods		coding system
	 Terminal examination 		Content
	- Project	8.1.03T1	Meaning of Terms
	- Question and Answer		- Classification

- Coding

81.0372	Importance of Classification	8 1.03P2	Coding systems
a. 70 (00000-a. 600)	and Coding		Suggested
8 1 03 1 3	Criteria of classifying		Teaching Learning
	materials		Resources
8 1 03 T4	Classification of		- Text books
	Materials		- Manuals
	- Raw materials		
	- Equipment/tools		Suggested
	 Work in progress 		Teaching/Learning
	 Finished products 		Activities
	- General stores		- Group discussion
8 1 0375	Types of symbols used		- Notes
	in coding materials		- Role play
	- Numbers/Numerical		
	- Alphabetical		- Question and Answer
	- Alphanumerical		0
8.1.03T6	Factors considered when		Suggested Evaluation
0.1.0			Methods
8.1 0317	coding materials		- Continuous Assessment
0.1 0.11	Bases of coding materials		Tests
	- Nature		- Oral tests
	Technical affinities		
	- Stage of manufacture	8.1.04	STOCK LOCATION
	Colour markings	127	
	- Mnemonic	7	Theory
0.1.0270	- Manufacturers' Codes		
8.1 03T8	Features of a good coding	8.1.047	Specific Objectives
	system		By the end of the sub-
			module unit, the trainee
	Practice		should be able to:
			a) explain the meaning
8.1 03 P	Specific Objectives		of stock location
	By the end of the sub-		b) highlight the purpose
	module unit, the trainee		of stock location
	should be able to:		c) explam factors
	 a) classify materials in 		considered in
	an Organisation		selecting a stock
	b) identify materials		location method
	using different		d) explain the different
	codes.		methods of stock
			location
	Content		
8.1.03P1	Classification of		e) explain the
	materials in an		importance of stores
	Organisation		index
	O'gamsation		

Practice

	0 1 1		e raraacaa
	 f) describe the procedure for locating materials in the warehouse. 	8.1.05P	Specific Objective By the end of the sub- module unit, the trainee should be able to
8.J.04C	Competence The trainee should have the ability to accurately		identify the location of materials held in the warehouse. Content
	stack and retrieve materials in the warehouse	8.1.04P1	Location of materials held in the warehouse
	Content		Suggested
8.1.04T1	Meaning of Stock		Teaching/Learning
0.1.04772	Location		Resources - Text books
8.1.04T2	Purpose of stock location		- Journals
8.1.04T3	Factors considered in		- Resource persons
8.1.0413	selecting stock location method	OM	Suggested
8.1.04T4	Methods of stock location	N.O.	Teaching/Learning
0.1.0-11-4	· Fixed		Activities
	- Random	1	- Group discussion
	- Zonal	9,	- Making/taking notes
	 Advantages/disadvantag es stock location 		- Question and Answer
	 Features of a good stock location method 		Suggested Evaluation Methods
8.1.04T5	Stores Location Index		- Project
	 Meaning of Stores Location Index 		- Oral tests
	 Purpose of Stores Location Index 	8.1.05	STORE LAYOUT
	 Details entered Stores Location Index 		Theory
8.1.04T6	Procedure for locating materials	8.1.05T	Specific Objectives By the end of the submodule unit, the trainee should be able to: a) explain the meaning of stores layout

	 b) explain factors to be considered when selecting stores layout c) explain the different types of stores layout d) describe features of a good stores layout 		Suggested Teaching Learning Resources - Text books - Magazines - Journals - Manuals - Resource persons
8.1.05C	Competence The trainee should have the ability to devise a stores layout system		Suggested Teaching/Learning Activities - Group discussion - Notes
8.1.0571	Content Meaning of Store		- Role play - Question and Answer
8 1.05 Г2	Layout Factors considered when selecting stores		Suggested Evaluation Methods
8.1.0573	layout Types of stores layout Through flow Line flow T-flow	8.1.06	Terminal examination - Assignments MATERIALS PRESERVATION
	- L-flow - U-flow (Horse-shoe) - Advantages and	602	Theory
8 1 0 2 1 1,	disadvantages of Store Layout Features of a good stores Jayout	8.1.06T	Specific Objectives By the end of the sub- module unit, the trainee should be able to:
	Practice		 a) explain the meaning of materials
8.1.05P	Specific Objectives By the end of the sub- module unit, the trainee should be able to identify different types of stores layout used in a warehouse		preservation b) explain the importance of preserving materials c) highlight factors to be considered in selecting materials preservation method
8.1 05P1	Content Types of stores layout		d) explain the materials preservation methods

			Questien and Phistier
	Content		Suggested Evaluation
8 1.06T1	Meaning of materials		Methods
0.10677	preservation		- Terminal examination
8.1.06T2	Importance of materials		- Oral tests
	preservation		- Officests
8.1.06T3	Factors considered in	8.1.07	PACKAGING
	selecting materials	8.1.07	PACKAGING
2 200	preservation methods		Thomas
8.1.06T4	Materials preservation		Theory
	methods	9 1 077	Charific Objectives
	- Drying	8.1.07Т	Specific Objectives
	- Smoking		By the end of the sub-
	- Oiling/greasing		module unit, the trainee
	- Painting		should be able to:
	- Packaging		a) explain the meaning
	- Refrigeration		of packaging
	 Room temperature 		b) explain the purpose of
			packaging materials
	Practice		c) highlight the factors to
		cO_{I}	be considered in
8.1.06P	Specific Objective	X.O	selecting of
	By the end of the sub-		packaging materials
	module unit, the trainee		d) identify the types of
	should be able to		packages for materials
	identify different		-
	methods of preserving	8.1.06C	Competence
	materials		The trainee should have
			the ability to preserve
	Content		materials in an
8.1.06PJ	Methods of preserving		Organisation using
	materials		suitable methods
	0 1		Content
	Suggested	8.1.07T1	Meaning of packaging
	Teaching/Learning	8.1.07T2	Purpose of packaging
	Resources	0.1.0/12	materials
	- Text books	8.1.07T3	Factors considered in
	- Manuals	8.1.0/13	selecting packages for
	- Resource persons		materials
			materials
	Suggested		
	Teaching/Learning		
	Activities		
	- Group discussion		
	- Debates		

- Question and Answer

8 1 07 14	Types of packages Drums		Suggested Evaluation & State Methods
	Boxes/cartonsCratesSacks/bags		- Terminal examination, ⁴ - Question and Answer
	ContainersWrappers	8.1.08	MATERIALS HANDLING
	 Advantages and disadvantages of packaging materials 		Theory
	Practice	8.1.087	Specific Objectives By the end of the sub-
8.1.07P	Specific Objective By the end of the sub-		module unit, the trainee should be able to: a) explain the meaning
	module unit, the trainee should be able to differentiate the types of		of materials handling b) highlight the objectives of
	packaging materials Content	COLU	materials handling c) discuss the factors
8.1 07P1	Types of packaging materials	ityet.	considered in selecting materials handling equipment
8 1 07C	Competence The trainee should have the ability to select suitable types of packages for materials Suggested		 d) explain the materials handling methods e) describe the principles to be observed when handling materials f) describe different types of materials
	Teaching/Learning Resources - Text books	0.1.000	handling equipment
	- Manuals - Resource persons	8.1.08C	Competence The trainee should have the ability to identify the
	Suggested Teaching/Learning Activities		different types of materials handling equipment
	Group discussionQuestion and Answer	8.1.08T1	Content Meaning of material handling

8.1.08T2	Objectives of materials		 Making notes Question and Answer
8.1.08T3	handling Factors considered in		- Question and Answer
0.1.0015	selecting materials		Suggested Evaluation
	handling equipment		Methods
8.1.08T4	Materials handling		- Terminal examination
	methods		- Project
	- Manual		- Assignment
	- Mechanical		
	- Automated	8.1.09	INVENTORY
	- Advantages/		MANAGEMENT/
	disadvantages		STOCK CONTROL
8.1.08T5	Principles observed		
0.7.007	when handling materials		Theory
8.1.08T6	Types of materials		
0.1.0070	handling equipment	8.1.09T	Specific Objectives
	- Manual		By the end of the sub-
	- Mechanical equipment		module unit, the trainee
	- Automated		should be able to:
	Automateo		a) explain the meaning
	Practice		of the terms stock
	, ractice	CO.	and stock control
8.1.08P	Specific Objective	2	b) explain the reasons
0.7.007	By the end of the sub-	10	for holding stock
	module unit, the trainee		c) explain the
	should be able to		importance of stock
	identify different types		control
	of materials handling		d) highlight factor
	equipment		considered when
	Section 2 and 2 and a section of the		selecting stock
	Content		control method
8.1.08P1	Types of materials		e) explain the methods
	handling equipment		used to control stock.
	Suggested	8.1.09C	Competence
	Teaching/Learning		The trainee should have
	Resources		the ability to use
	- Text books		different methods to
	- Manuals		control stock in an
	- Resource persons		entity
	Suggested		Content
	Teaching/Learning	8.1.09T1	Meaning of Stock and
	Activities		stock control
	- Group discussion		

8 1 0972	Reason for holding		
	stock		Suggested
8 1 09 1 3	Importance of stock		Teaching Learning
	control		Resources
8 1 0914	Factors to consider		- Text books
	when selecting stock		- Magazines
	control methods		 Manuals
8.1.0915	Stock control methods		- Resource persons
	- Determination of stock		
	levels		Suggested
	- Economic order		Teaching/Learning
			Activities
	quantity (EOQ)		
	- Just-in-Time		- Group discussion
	- Lot for Lot (L4L)		- Debates
	 Min-Max approach 		- Role play
	 Stock Bin Card 		 Question and Answer
	- ABC analysis		
	- Periodic Review		Suggested Evaluation
	System		Methods
	- Material Requirement		- Terminal examination
	Planning (MRP)		- Project
	- Enterprise Resource	<u> </u>	- Oral presentations
	Planning	AL.O	
	- Advantages/disadvantag	7.1.10	STOCK
	es of stock control	7.1.10	RECORDING
	methods	ري د	ALCONDING
	memous		Theory
	T		r neor y
	Practice	7 1 107	Consider () beautions
		7.J.J0T	Specific Objectives
8 1.09P	Specific Objective		By the end of the sub-
	By the end of the sub-		module unit the trainee
	module unit, the trainee		should be able to:
	should be able to		a) explain the meaning
	identify stock control		of the term stock
	methods used in an		records
	Organisation		b) highlight the
			importance of stock
	Content		recording to an
8.1.09P1	Stock control methods		Organisation
	used in an Organisation		c) explain the factors to
	0		consider when
			selecting stock
			recording methods to
			recording incureds to

use

	 d) explain the stock recording methods 	7.1.10T6	Ways of maintaining stores records
	used		- Filing
	e) identify types of		- Custody
	stock records		
	f) explain ways of maintaining stock		Practice
	records	7.J.10P	Smarife Objection
	700003	7.1.101	Specific Objective By the end of the sub-
7.1.10C	Competence		module unit, the trainee
	The trainee should have		should be able to
	the ability to accurately		identify various types of
	prepare.		stock records
	use and maintain stock		Stock records
	records safely		Content
	,	7.1.10P1	Stock records
	Content	7.17.1011	Stock records
7.1.1011	Meaning of the term		Suggested
	stock records		Teaching/Learning
7.1.1 0T 2	Importance of stock		Resources
	recording to an		- Text books
	Organisation	X.	- Magazines
7.1.10T3	Factors to consider	100	- Manuals
	when selecting stock	76,	- Resource persons
	recording methods		μ
7.1.10T4	Stock recording methods		Suggested
	- Manual		Teaching/Learning
	- Mechanical		Activities
	- Automated		- Group discussion
	- Advantages of		- Debates
	maintaining accurate		- Role play
	stock records		 Question and Answer
	- Disadvantages of		
	maintaining inaccurate		Suggested Evaluation
G 1 10FF6	stock records		Methods
7.1.10 T 5	Types of stock records		- Terminal examination
	- Store ledgers		- Project
	- Goods received/issue		- Oral tests
	notes		
	- Inward/outward register		
	(Goods received/issue		
	books)		
	- Transfer notes		
	- Return to stores		

7.1.11	STOCK TAKING	8.1.01173	Importance of stock
	Theory	7.1.1114	taking to an Organisation Factor considered when
7.1.117	Specific Objectives By the end of the sub-	7.3.3314	conducting stock taking exercise
	module unit, the trainee should be able to:	7.1.1175	Methods of stock taking
	a) explain the meaning		Periodic/fixedContinuous
	of stock taking b) highlight reasons for		 Advantages/disadvantages of stocktaking
	conducting stock taking exercise	7.1.11T6	methods Procedure for stock
	 c) explain the importance of stock 	7.1.1117	taking Nature of preparation
	taking to an		for stock taking
	Organisation d) explain factors		DocumentsStaff
	considered when conducting stock		Date/durationUpdating of stock
	taking exercise in an		records
	Organisation e) explain the methods	7.1.1178	 Return of loaned items Approaches to stock
	used in stock taking f) describe the	1700	taking - Blind
	procedure for stock	3	- Team work
	taking g) explain the nature of		- Store keeper
	preparation for stock taking		Practice
	 h) highlight approaches to stock taking. 	7.1.11P	Specific Objective By the end of the submodule unit, the trainee
7.1.11C	Competence The trainee should have		should be able to
	the ability to actively participate in stock		demonstrate an understanding of how the stock taking is
	taking exercise.		undertaken
7.1.11 T 1 7.1.11 T 2	Content Meaning of stock taking Reasons for conducting	7.1.11P1	Content Methods of stock taking
	stock taking		

	Suggested Teaching/Learning Resources - Text books - Manuals Suggested Teaching/Learning Activities	7.1.12C	Competence The trainee should have the ability to take appropriate safety and security precautionary measures in warehousing operations
	- Group discussion		(7)
	- Question and Answer	7.1.12T1	Content Meaning of safety and security
	Suggested Evaluation Methods - Terminal examination	7.1.1272	Importance of safety and security in
	- Project	7.1.12T3	warehousing Safety of stock, warehouse and staff
7.J.J2	SAFETY AND SECURITY	7.1.12T4	Security and safety measures of staff
	Theory		- Safety measures - Security measures
7.1.12 T	Specific Objectives By the end of the sub-	Metice	Practice
	module unit, the trainee should be able to: a) explain the meaning of safety and security b) explain the importance of safety and security in warehousing	7.1.12P	Specific Objective By the end of the sub- module unit, the trainee should be able to discuss various safety and security measures in warehousing operations
	operation c) highlight factors to consider in safety and security of stores and buildings	7.1.12P1	Content Safety and security measures in warehousing
	d) explain the safety of staff and security of stores		Suggested Teaching/Learning Resources - Text books - Resource persons

	Suggested	
	Teaching Learning	7 1 1311
	Activities	
	- Group discussion	
	- Role play	7 1.1312
	- Question and Answer	
	Suggested Evaluation	7.1.13T3
	Methods	7-1-1-2-2-2-2
	- Report Writing	
	- Assignment	
7.1.13	EMERGING ISSUES	
	AND TRENDS IN	
	WAREHOUSING	
	AND STOCK	
	CONTROL	7.1.13P
	CONTROL	
	Theory	
7.1 13T	Specific Objectives	
	By the end of the sub-	χ.
	module, the trainee	10
	should be able to:	1/2
	a) identify emerging	S)
	issues and trends in	7.1.13P1
	warehousing and	
	stock control	
	b) identify challenges	
	posed by emerging	
	issues and trend in	
	warehousing and	
	stock control	
	 c) cope with challenges 	
	posed by emerging	
	issues and trend in	
	warehousing and	
	stock control	
7.1.13C	Competence	
7.1.150	The trainee should have	
	the ability to cope with	
	challenges in emerging	
	issues and trends.	

Content
Emerging issues and trends in warehousing and stock control
Challenges posed by emerging issues and trends in warehousing and stock control
Coping with challenges posed by emerging issues and trends in warehousing and stock control

Practice

Specific Objective
By the end of the submodule, the trainee
should be able to
identify the emerging
issues and trends in
warehousing and stock
control.

Emerging issues and trends in warehousing and stock control

Suggested Teaching/Learning Resources

- Text books
- Magazines
- Manuals
- Resource persons

Suggested
Teaching/Learning
Activities

- Group discussion
- Debates
- Role play
- Question and Answer

Suggested Evaluation Methods

- Report Writing
- Assignments
- Oral tests

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