

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:

- describe the role of warehousing and stock control function in an organisation
- 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)
8.1.01	Introduction of Warehousing	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Meaning Receiving and Issuing Goods• Factors to consider in receiving goods• Preparation for receiving goods• Receiving and inspection process• Sources of materials requisition• Procedure followed in issuing goods• Method of issuing good	12
8.1.03	Classification and Coding of Materials	<ul style="list-style-type: none">• 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)
		<ul style="list-style-type: none"> materials • Factors to consider in coding materials • Methods and bases of coding materials • Features of a good coding system 	
8.1.04	Stock Location	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	8.1.01T3	Warehousing Organisation
	Theory		- Centralization
			- Decentralization
			- Combined (centralized and decentralized)
8.1.01T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:		- Advantages/disadvantages of warehousing
	a) explain the meaning of a warehouse and warehousing	8.1.01T4	Types of warehouses
	b) explain the role of a warehouse		- Private warehouses
	c) explain the Organisation of warehousing activities		- Public Warehouses
	d) explain types of warehouses	8.1.01T5	- Government warehouses
	e) discuss the factors considered when setting a warehouse		- Cooperatives warehouse
	f) explain relationship between warehousing department and other departments	8.1.01T6	- Bonded warehouse
			Factors considered when setting warehouse
			Relationship between warehousing department and other departments
			- purchasing
			- production
			- marketing
			- finance
			- human resources
			Practice
8.1.01C	Competence The trainee should have the ability to relate warehousing operation to an Organisation	8.1.01P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to illustrate diagrammatically the Organisation of the warehousing activities
8.1.01T1	<i>Content</i> Meaning of Terms		
	- Warehouse		
	- Warehousing	8.1.01P1	<i>Content</i> Organisation of warehousing activities in an entity
8.1.01T2	Role of warehousing		

Code	Sub-Module Units	Content	Time (Hours)
8.1.09	Inventory Management/Stock Control	<ul style="list-style-type: none"> • 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
8.1.10	Stock Recording	<ul style="list-style-type: none"> • 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
8.1.11	Stock Taking	<ul style="list-style-type: none"> • 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
8.1.12	Safety and Security	<ul style="list-style-type: none"> • Meaning of Safety and Security • Importance of Safety and Security • Factors to consider in relation to safety and security of stock and store 	6
8.1.13	Emerging Issues and Trends	<ul style="list-style-type: none"> • 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
Total			120

	<i>Suggested Teaching Learning Resources</i>			g) explain the methods of issuing goods
	- Text books			
	- Journals	8.1.02C	Competence	The trainee should have the ability to inspect, receive and issue goods in a warehouse.
	- Manuals			
	<i>Suggested Teaching/Learning Activities</i>			
	- Group discussion			
	- Notes			
	- Explanation	8.1.02T1	<i>Content</i>	Meaning of terms
	- Question and answer			- Receiving
				- Issuing
	<i>Suggested Assessment Methods</i>	8.1.02T2		Factors to consider when receiving goods
	- Continuous Assessment Tests	8.1.02T3		Preparation for receiving goods
		8.1.02T4		Receiving and inspection processes
8.1.02	RECEIVING AND ISSUING OF GOODS			- Confirmation of carrier/vessel
	Theory			- Confirmation of destination
8.1.02T	<i>Specific Objectives</i>			- Confirmation of documentation
	By the end of the sub-module unit, the trainee should be able to:			- Offloading
	a) explain the meaning of receiving and issuing of goods			- Confirmation of packages
	b) explain the factors to consider in receiving goods			- Physical check
	c) highlight the preparation for receiving goods			- Quantity and quality check
	d) describe the receiving and inspection processes	8.1.02T5		- Preparation of relevant documents
	e) identify the sources of materials requisitions			- Storage/rejection of goods
	f) describe procedure followed in issuing goods to customers	8.1.02T6		- Adjustment of stores ledgers
				Sources of materials requisition
				- User departments (internal customer)
				- External customer
				Procedure followed in issuing goods

8.1.02T7	Methods of issuing goods - Imprest - Allocated - Scheduled - Replacement - Initial	8.1.03	CLASSIFICATION AND CODING MATERIALS
	Practice	8.1.03T	Theory <i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to: <ol style="list-style-type: none"> a) explain the meaning of classification and coding b) explain the importance of classification and coding of materials c) explain the criteria of classifying materials d) explain the classes of materials e) identify the types of symbols used to code materials f) explain factors considered in coding materials g) describe the bases of coding materials h) describe the features of a good coding system
8.1.02F	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to carry out the process of receiving and issuing goods.		
8.1.02P1	<i>Content</i> Process of receiving and issuing goods		
	<i>Suggested Teaching/Learning Resources</i> - Text books - Magazines - Journals - Manuals - Internet		
	<i>Suggested Teaching/Learning Activities</i> - Group discussion - Notes - Explanation - Question and answer	8.1.03C	Competence The trainee should have the ability to classify materials and design a material coding system
	<i>Suggested Evaluation Methods</i> - Terminal examination - Project - Question and Answer	8.1.03T1	<i>Content</i> Meaning of Terms - Classification - Coding

8.1.03T2	Importance of Classification and Coding	8.1.03P2	Coding systems
8.1.03T3	Criteria of classifying materials		<i>Suggested Teaching/Learning Resources</i>
8.1.03T4	Classification of Materials - Raw materials - Equipment/tools - Work in progress - Finished products - General stores		- Text books - Manuals
8.1.03T5	Types of symbols used in coding materials - Numbers/Numerical - Alphabetical - Alphanumeric		<i>Suggested Teaching/Learning Activities</i> - Group discussion - Notes - Role play - Question and Answer
8.1.03T6	Factors considered when coding materials		<i>Suggested Evaluation Methods</i> - Continuous Assessment Tests - Oral tests
8.1.03T7	Bases of coding materials - Nature - Technical affinities - Stage of manufacture - Colour markings - Mnemonic - Manufacturers' Codes	8.1.04	STOCK LOCATION
8.1.03T8	Features of a good coding system	8.1.04T	Theory
	Practice		<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:
8.1.03P	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to: a) classify materials in an Organisation b) identify materials using different codes.		a) explain the meaning of stock location b) highlight the purpose of stock location c) explain factors considered in selecting a stock location method d) explain the different methods of stock location e) explain the importance of stores index
8.1.03P1	<i>Content</i> Classification of materials in an Organisation		

	f) describe the procedure for locating materials in the warehouse.	8.1.05P	Practice <i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify the location of materials held in the warehouse. <i>Content</i> Location of materials held in the warehouse
8.1.04C	Competence The trainee should have the ability to accurately stack and retrieve materials in the warehouse	8.1.04P1	
	<i>Content</i>		<i>Suggested Teaching/Learning Resources</i>
8.1.04T1	Meaning of Stock Location		- Text books - Journals - Resource persons
8.1.04T2	Purpose of stock location		
8.1.04T3	Factors considered in selecting stock location method		
8.1.04T4	Methods of stock location - Fixed - Random - Zonal - Advantages/disadvantages stock location - Features of a good stock location method		<i>Suggested Teaching/Learning Activities</i> - Group discussion - Making/taking notes - Question and Answer
8.1.04T5	Stores Location Index - Meaning of Stores Location Index - Purpose of Stores Location Index - Details entered Stores Location Index	8.1.05	<i>Suggested Evaluation Methods</i> - Project - Oral tests
			STORE LAYOUT
			Theory
8.1.04T6	Procedure for locating materials	8.1.05T	<i>Specific Objectives</i> By the end of the sub-module 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
- Role play
- Question and Answer

8.1.05T1

Content

Meaning of Store Layout

8.1.05T2

Factors considered when selecting stores layout

Suggested Evaluation Methods

- Terminal examination
- Assignments

8.1.05T3

Types of stores layout

- Through flow
- Line flow
- T-flow
- L-flow
- U-flow (Horse-shoe)
- Advantages and disadvantages of Store Layout

8.1.06

MATERIALS PRESERVATION

Theory

8.1.05T4

Features of a good stores layout

8.1.06T

Specific Objectives

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

- a) explain the meaning of materials preservation
- b) explain the importance of preserving materials
- c) highlight factors to be considered in selecting materials preservation method
- d) explain the materials preservation methods

8.1.05P

Practice

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

8.1.05P1

Content

Types of stores layout

			- Question and Answer
8.1.06T1	<i>Content</i> Meaning of materials preservation		<i>Suggested Evaluation Methods</i>
8.1.06T2	Importance of materials preservation		- Terminal examination
8.1.06T3	Factors considered in selecting materials preservation methods	8.1.07	- Oral tests
8.1.06T4	Materials preservation methods		PACKAGING
	- Drying	8.1.07T	Theory
	- Smoking		<i>Specific Objectives</i>
	- Oiling/greasing		By the end of the sub-module unit, the trainee should be able to:
	- Painting		a) explain the meaning of packaging
	- Packaging		b) explain the purpose of packaging materials
	- Refrigeration		c) highlight the factors to be considered in selecting of packaging materials
	- Room temperature		d) identify the types of packages for materials
	Practice		
8.1.06P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify different methods of preserving materials	8.1.06C	Competence The trainee should have the ability to preserve materials in an Organisation using suitable methods
8.1.06P1	<i>Content</i> Methods of preserving materials		
	<i>Suggested Teaching/Learning Resources</i>	8.1.07T1	<i>Content</i> Meaning of packaging
	- Text books	8.1.07T2	Purpose of packaging materials
	- Manuals	8.1.07T3	Factors considered in selecting packages for materials
	- Resource persons		
	<i>Suggested Teaching/Learning Activities</i>		
	- Group discussion		
	- Debates		

8.1.07F4	<p>Types of packages</p> <ul style="list-style-type: none"> - Drums - Boxes/cartons - Crates - Sacks/bags - Containers - Wrappers - Advantages and disadvantages of packaging materials 		<p><i>Suggested Evaluation Methods</i></p> <ul style="list-style-type: none"> - Terminal examination - Question and Answer
		8.1.08	<p>MATERIALS HANDLING</p> <p>Theory</p>
8.1.07P	<p><i>Specific Objective</i></p> <p>By the end of the sub-module unit, the trainee should be able to differentiate the types of packaging materials</p>	8.1.08T	<p><i>Specific Objectives</i></p> <p>By the end of the sub-module unit, the trainee should be able to:</p> <ol style="list-style-type: none"> a) explain the meaning of materials handling b) highlight the objectives of materials handling c) discuss the factors considered in selecting materials handling equipment d) explain the materials handling methods e) describe the principles to be observed when handling materials f) describe different types of materials handling equipment
8.1.07P1	<p><i>Content</i></p> <p>Types of packaging materials</p>		
8.1.07C	<p>Competence</p> <p>The trainee should have the ability to select suitable types of packages for materials</p>		
	<p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> - Text books - Manuals - Resource persons 	8.1.08C	<p>Competence</p> <p>The trainee should have the ability to identify the different types of materials handling equipment</p>
	<p><i>Suggested Teaching/Learning Activities</i></p> <ul style="list-style-type: none"> - Group discussion - Question and Answer 	8.1.08T1	<p><i>Content</i></p> <p>Meaning of material handling</p>



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

8.1.09T2	Reason for holding stock		
8.1.09T3	Importance of stock control		
8.1.09T4	Factors to consider when selecting stock control methods		
8.1.09T5	Stock control methods		
	- Determination of stock levels		
	- Economic order quantity (EOQ)		
	- Just-in-Time		
	- Lot for Lot (L4L)		
	- Min-Max approach		
	- Stock Bin Card		
	- ABC analysis		
	- Periodic Review System		
	- Material Requirement Planning (MRP)		
	- Enterprise Resource Planning		
	- Advantages/disadvantages of stock control methods	7.1.10	
	Practice		
8.1.09P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify stock control methods used in an Organisation	7.1.10T	
8.1.09P1	<i>Content</i> Stock control methods used in an Organisation		
			<i>Suggested Teaching/Learning Resources</i>
			- Text books
			- Magazines
			- Manuals
			- Resource persons
			<i>Suggested Teaching/Learning Activities</i>
			- Group discussion
			- Debates
			- Role play
			- Question and Answer
			<i>Suggested Evaluation Methods</i>
			- Terminal examination
			- Project
			- Oral presentations
			STOCK RECORDING
			Theory
			<i>Specific Objectives</i>
			By the end of the sub-module unit, the trainee should be able to:
			a) explain the meaning of the term stock records
			b) highlight the importance of stock recording to an Organisation
			c) explain the factors to consider when selecting stock recording methods to use

	d) explain the stock recording methods used	7.1.10T6	Ways of maintaining stores records - Filing - Custody
	e) identify types of stock records		
	f) explain ways of maintaining stock records		
7.1.10C	Competence The trainee should have the ability to accurately prepare, use and maintain stock records safely	7.1.10P	Practice <i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify various types of stock records
	<i>Content</i>	7.1.10P1	<i>Content</i> Stock records
7.1.10T1	Meaning of the term stock records		<i>Suggested Teaching/Learning Resources</i>
7.1.10T2	Importance of stock recording to an Organisation		- Text books - Magazines
7.1.10T3	Factors to consider when selecting stock recording methods		- Manuals - Resource persons
7.1.10T4	Stock recording methods - Manual - Mechanical - Automated - Advantages of maintaining accurate stock records - Disadvantages of maintaining inaccurate stock records		<i>Suggested Teaching/Learning Activities</i> - Group discussion - Debates - Role play - Question and Answer
7.1.10T5	Types of stock records - Store ledgers - Goods received/issue notes - Inward/outward register (Goods received/issue books) - Transfer notes - Return to stores		<i>Suggested Evaluation Methods</i> - Terminal examination - Project - Oral tests

7.1.11	STOCK TAKING	8.1.011T3	Importance of stock taking to an Organisation
	Theory	7.1.1114	Factor considered when conducting stock taking exercise
7.1.11T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:	7.1.11T5	Methods of stock taking - Periodic/fixed - Continuous - Advantages/disadvantages of stocktaking methods
	a) explain the meaning of stock taking	7.1.11T6	Procedure for stock taking
	b) highlight reasons for conducting stock taking exercise	7.1.11T7	Nature of preparation for stock taking - Documents - Staff - Date/duration - Updating of stock records - Return of loaned items
	c) explain the importance of stock taking to an Organisation	7.1.11T8	Approaches to stock taking - Blind - Team work - Store keeper
	d) explain factors considered when conducting stock taking exercise in an Organisation		Practice
	e) explain the methods used in stock taking		<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to demonstrate an understanding of how the stock taking is undertaken
	f) describe the procedure for stock taking	7.1.11P	
	g) explain the nature of preparation for stock taking		
	h) highlight approaches to stock taking.		
7.1.11C	Competence The trainee should have the ability to actively participate in stock taking exercise.		
	<i>Content</i>		<i>Content</i>
7.1.11T1	Meaning of stock taking	7.1.11P1	Methods of stock taking
7.1.11T2	Reasons for conducting stock taking		

	<p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> - Text books - Manuals 	7.1.12C	<p>Competence</p> <p>The trainee should have the ability to take appropriate safety and security precautionary measures in warehousing operations</p>
	<p><i>Suggested Teaching/Learning Activities</i></p> <ul style="list-style-type: none"> - Group discussion - Question and Answer 	7.1.12T1	<p><i>Content</i></p> <p>Meaning of safety and security</p>
	<p><i>Suggested Evaluation Methods</i></p> <ul style="list-style-type: none"> - Terminal examination - Project 	7.1.12T2	<p>Importance of safety and security in warehousing</p>
7.1.12	<p>SAFETY AND SECURITY</p>	7.1.12T3	<p>Safety of stock, warehouse and staff</p>
	<p>Theory</p>	7.1.12T4	<p>Security and safety measures of staff</p> <ul style="list-style-type: none"> - Safety measures - Security measures
7.1.12T	<p><i>Specific Objectives</i></p> <p>By the end of the sub-module unit, the trainee should be able to:</p> <ol style="list-style-type: none"> a) explain the meaning of safety and security b) explain the importance of safety and security in warehousing operation c) highlight factors to consider in safety and security of stores and buildings d) explain the safety of staff and security of stores 	7.1.12P	<p>Practice</p> <p><i>Specific Objective</i></p> <p>By the end of the sub-module unit, the trainee should be able to discuss various safety and security measures in warehousing operations</p>
		7.1.12P1	<p><i>Content</i></p> <p>Safety and security measures in warehousing</p>
			<p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> - Text books - Resource persons

	<i>Suggested Teaching Learning Activities</i>		<i>Content</i>
	- Group discussion	7.1.13T1	Emerging issues and trends in warehousing and stock control
	- Role play	7.1.13T2	Challenges posed by emerging issues and trends in warehousing and stock control
	- Question and Answer		
	<i>Suggested Evaluation Methods</i>	7.1.13T3	Coping with challenges posed by emerging issues and trends in warehousing and stock control
	- Report Writing		
	- Assignment		
7.1.13	EMERGING ISSUES AND TRENDS IN WAREHOUSING AND STOCK CONTROL		
	Theory	7.1.13P	Practice
7.1.13T	<i>Specific Objectives</i> By the end of the sub-module, the trainee should be able to:		<i>Specific Objective</i> By the end of the sub-module, the trainee should be able to identify the emerging issues and trends in warehousing and stock control.
	a) identify emerging issues and trends in warehousing and stock control	7.1.13P1	Emerging issues and trends in 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 The trainee should have the ability to cope with challenges in emerging issues and trends.		<i>Suggested Teaching/Learning Resources</i> - 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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