



Warehouse Operation & Safety Management

COURSE AIM:

To provide candidates with the knowledge of the best and the latest methods to store and protect high value inventories, the best characteristics of a modern warehouse, including proper warehousing management and safety management. To explore the various methods to achieve record accuracy and successful cycle counting. An application of a scientific method of auditing the warehouse.

By the end of the course, participants will be able to:

- Explain the challenges, objectives and functions of warehousing
- Perform ABC inventory classification and cycle counting and calculate record accuracy and discrepancies
- Identify the different types of storage and material handling systems
- Improve supervisory skills and deal more effectively with warehouse staff issues
- Acquire skills for housekeeping and safety management of the warehouse
- Measure warehouse productivity using the right KPIs and conduct a scientific audit of the warehouse

TARGET GROUP:

Everyone involved in warehousing (store) activities, both at the operational and supervisory levels. The course is also appropriate for anyone interested to know more about the interaction between warehousing and other materials management functions (HSE, purchasing, inventory control and distribution).

COURSE CONTENT:

On completion of this activity, delegates will be able to demonstrate a competence in the theory and practice of the following:

Introduction to warehousing management

- Objectives of warehousing
- The modern warehouse
- The warehousing cycle
- Problems and challenges in warehousing
- Warehousing and inventory costs
- Customer service in warehousing

Inventory classification and record accuracy

- Types of inventory
- The ABC classification
- Uses of the ABC classification
- Inventory record accuracy
- Reasons for poor accuracy
- Periodic and cycle counting
- Systems and methodology of counting
- Knowing what is inside the warehouse
- Knowing how much is inside the warehouse

Storage and material handling systems

- Layout of the warehouse
- Size and shape of the warehouse
- Storage utilization and organization
- Types of storage systems
- Fixed versus random location
- Material handling equipment
- Material handling equipment checklist
- Improving the receiving/issuing material operations

Dealing with staff related warehousing issues

- Key roles of the warehouse manager
- Staff management issues
- Corrective guidance techniques



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Safety & Competency Training for Hazardous World



- Qualities of a good warehouse employee
- Motivation of warehouse employees

Safety in the warehouse

- Good housekeeping inside the warehouse
- Identifying safety hazards
- Unsafe acts and conditions
- Causes of damage
- Planning for safety

Productivity and audit of a warehouse

- Definition of productivity
- Causes of lost time
- Warehousing key performance indicators
- Objectives of the warehouse audit
- Components of the audit
- Steps to follow before, during and after the audit

COMPETENCY:

Delegates are required to pass an assessment of practical skills and a written or verbal examination of theory.

PRE REQUISITE:

There are no pre requisites for participation on this course, however delegates must be medically fit and capable of participating fully in the course activities.

METHOD OF TRAINING:

This course is based on an interactive learning tools such as videos, written questionnaires, case studies, team exercises and workshops, individual exercises and group discussions.
The course will include the visual teaching aids, writing materials and provision of catering.

COURSE DURATION: Six (6) days.

RATIO OF THE TRAINING: 70 % Theory / 30 % Demonstration & Practical

VALIDITY OF CERTIFICATE: 4 years