

WAREHOUSING OF PROCURED GOODS

UNIT CODE: BUS/CU/SC/CR/02/5

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Oversee warehousing of procured goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to oversee warehousing of procured goods. It involves, maintaining layouts of goods in the store, maintaining records of stored goods, maintaining quality of stored goods, maintaining optimum stock levels and securing stored goods.

Summary of Learning Outcomes

1. Maintain layout of goods in the store
2. Maintain records of stored goods
3. Maintain quality of stored goods
4. Maintain optimum stock levels
5. Secure stored goods

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Maintain layout of goods in the store	<p>Theory</p> <ul style="list-style-type: none"> • Types of warehouse/stores designs • Types of layout in a warehouse • Factors to consider in choosing a warehouse layout. • Nature of goods and their storage conditions • Classification of goods • Flow, accessibility and space requirements in the warehouse • Occupational Safety and Health Procedures in 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	warehousing Practice <ul style="list-style-type: none"> • Classification of procured goods • Arrangement of procured goods in a storage/warehouse facility 	
2. Maintain records of stored goods	Theory <ul style="list-style-type: none"> • Types of stores ledgers • Stock utilization • Recording data in stores ledgers <ul style="list-style-type: none"> - Unit quantities - Costed quantities • Types of delivery documents Practice <ul style="list-style-type: none"> • Record data in stores ledgers Storage and handling equipment 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

Learning Outcome	Content	Suggested Assessment Methods
3. Maintain quality of stored goods	<p>Theory</p> <ul style="list-style-type: none"> • Standardization and variety reduction • Types of storage pests • Storage pest control • Inventory valuation <ul style="list-style-type: none"> - FIFO - LIFO • Materials handling methods • Storage/warehouse security measures and best practices • Legal requirements in maintenance of stored goods <p>Practice</p> <ul style="list-style-type: none"> • Calculation of inventory value using FIFO and LIFO methods 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

Learning Outcome	Content	Suggested Assessment Methods
4. Manage warehouse Inventory	<p>Theory</p> <ul style="list-style-type: none"> • Objectives of inventory control • Demand Forecasting methods • Placement of Purchase order (order reorder levels) • Development of stock taking schedules. • Stock verification and valuation <p>Practice</p> <ul style="list-style-type: none"> • Development of a stock taking schedule • Verification and valuation of stock 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report
5. Secure stored goods	<p>Theory</p> <ul style="list-style-type: none"> • Types of high value goods • Risks assessment 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning

Learning Outcome	Content	Suggested Assessment Methods
	and mitigation <ul style="list-style-type: none"> • Reinforced warehouse building materials • Advanced warehouse security and surveillance systems • Emergency security protocols Practice <ul style="list-style-type: none"> • Secure high value goods 	<ul style="list-style-type: none"> • Third party report

Suggested Delivery Methods

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement documents
 - Goods received note
 - Delivery notes
 - Stock control cards
 - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Counter issue voucher
 - Inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts
- Sample emergency security protocols
- Sample case studies on procurement and warehousing