

WAREHOUSING OF PROCURED GOODS
UNIT CODE: BUS/CU/SC/CR/02/6/A

Relationship to Occupational Standards:

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

Duration of Unit: 300 Hours

UNIT DESCRIPTION

This unit specifies the competencies required to store procured goods. It involves designing/ layout a store / warehouse, maintaining layout 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. Design/ layout a store/warehouse
2. Maintain layout of goods in the store
3. Maintain records of stored goods
4. Maintain quality of stored goods
5. Maintain optimum stock levels
6. Secure stored goods

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Design/ layout a store/warehouse	<p>Theory:</p> <ul style="list-style-type: none"> • Nature of procurement goods and their storage conditions • Types of warehouse/stores designs • Design of warehouses/stores • Flow, accessibility and space requirements for procurement goods/needs • Occupational Safety and Health Procedures in 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<p>warehousing</p> <p>Practice</p> <p>Design of a storage warehouse</p>	
2. Maintain layout of goods in the store	<p>Theory</p> <ul style="list-style-type: none"> • Classification of procurement goods • Goods storage requirements • Arrangement of goods in warehouse layouts • Storage hygiene • Stacking methods • Storage and handling equipment <p>Practice</p> <ul style="list-style-type: none"> • Classification of procured goods • Arrangement of procured goods in a storage/warehouse facility 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning <p>Third party report</p>
3. Maintain records of stored goods	<p>Theory</p> <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 • Inventory systems <p>Practice</p> <p>Recoding of data in stores ledgers</p>	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report
4. Maintain quality of stored goods	<p>Theory</p> <ul style="list-style-type: none"> • Types of storage pests • Storage pest control • Inventory valuation <ul style="list-style-type: none"> - Weighted average - FIFO 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning <p>Third party report</p>

	<ul style="list-style-type: none"> - LIFO • Stores 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 and weighted average 	
5. Maintain optimum stock levels	<p>Theory</p> <ul style="list-style-type: none"> • Purchase order process and procedures • Development of stock taking schedules • Stock verification and valuation • Demand forecasting methods <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
6. Secure stored goods	<p>Theory</p> <ul style="list-style-type: none"> • Types of high value goods • Risks assessment and mitigation • Reinforced warehouse building materials • Advanced warehouse security and surveillance systems • Emergency security protocols <p>Practice</p> <p>Securing of high value goods</p>	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning Third party report

Suggested Methods of Instruction

- 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 Case Studies on Procurement, 2009