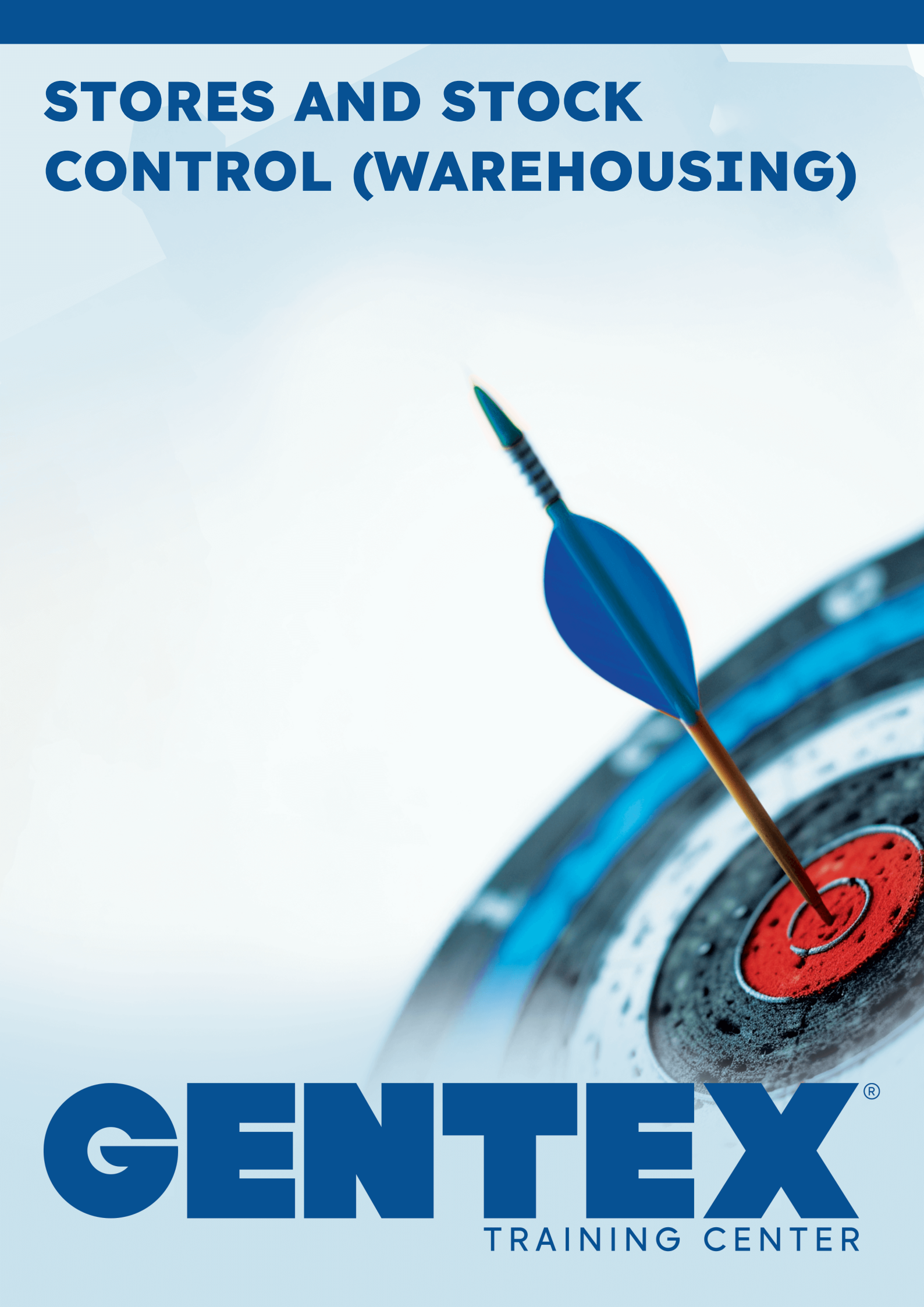
STORES AND STOCK CONTROL (WAREHOUSING)



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Introduction

A store is only useful when the right item comes out at the right moment, in the right condition, with a record that proves it. Most failures trace back to basic discipline: unchecked receipts, unrecorded issues, wrong locations, and stock nobody has counted in months. This Stores and Stock Control (Warehousing) Training Course gives storekeepers, stores supervisors, and inventory officers a complete working method for the daily control of a store. Participants learn how to classify items, set reorder and safety stock levels, control receiving and issuing, keep records accurate through cycle counting, and handle returns, damages, and surplus. In addition, the course covers storage safety, documentation, and the indicators that reveal where control is slipping.

Stores and Stock Control (Warehousing) Course Objectives

- Apply the store control cycle from requisition and receipt to issue and consumption.
- Classify items by ABC usage value, XYZ demand variability, and operational criticality.
- Set reorder points, safety stock, and min-max levels for stocked items.
- Control receiving, inspection, put-away, issuing, and returns at the transaction level.
- Maintain record accuracy through cycle counting, location discipline, and tolerance control.
- Use bin locations, material coding, and labelling standards consistently.
- Control consumables through job-based issue and consumption tracking.
- Manage surplus, slow-moving, and obsolete stock through ageing analysis.
- Apply storage safety, segregation, and handling rules for hazardous items.
- Measure performance using stock accuracy, turnover, service level, and obsolescence rate.

Course Methodology

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- Facilitated sessions built on real requisitions, store transactions, and count sheets.
- Spreadsheet drills on reorder points, safety stock, and turnover calculation.
- Case workshops on stockouts, unrecorded issues, and store audit findings.
- Simulation of a receiving-to-issue cycle with documentation checks.
- Group exercise on a store accuracy and control improvement plan.

Who Should Take This Course

- Storekeepers and stores supervisors.
- Inventory controllers and stock control officers.
- Warehouse and material handling staff.
- Procurement officers dealing with store replenishment.
- Maintenance and production staff who draw materials.
- Finance and audit staff reviewing stores and stock records.

Stores and Stock Control (Warehousing) Course Outlines

Day 1: Store Functions, Classification, and Organisation

- Types of stores: central, site, spare parts, consumables, and tools.
- The store control cycle and its links to procurement, maintenance, and finance.
- ABC classification by annual usage value and control level.
- XYZ classification by demand variability and predictability.
- Operational criticality and its effect on stock policy.
- Material coding, descriptions, and item master standards.
- Roles, accountability, and segregation of duties in store operations.

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Day 2: Receiving, Storage, and Location Control

- Goods receipt against purchase order and delivery documents.
- Inspection, quantity verification, and discrepancy handling.
- Put-away rules and directed bin placement.
- Bin location systems, addressing, and labelling standards.
- Racking, shelving, and storage equipment selection.
- Storage safety: segregation, stacking, and hazardous materials.
- Security, access control, and storehouse discipline.

Day 3: Issuing, Returns, and Consumables Control

- Material requisition, authorisation, and issue documents.
- Job-based issue and consumption tracking against work orders.
- Tools and returnable items: loan registers and condition checks.
- Returns to store, repairs, and warranty claims.
- Consumables control and reconciliation of usage.
- Substitute items and approved equivalent handling.
- Documentation standards and audit trail requirements.

Day 4: Stock Levels, Counting, and Accuracy

- Reorder point, min-max, and periodic review settings.
- Safety stock for variable demand and lead time.
- Economic order quantity and supplier constraint handling.
- Cycle counting design by item class, frequency, and tolerance.
- Blind counts, count-back, and control group counting.

- Root cause analysis of count variances and corrective actions.
- Adjustment approval levels and audit trail practice.

Day 5: Surplus Control, Systems, and Performance

- Ageing analysis and identification of slow-moving items.
- Surplus disposal, transfer, and write-off governance.
- ERP and WMS store transactions and barcode scanning.
- KPIs: stock accuracy, turnover, service level, and obsolescence rate.
- Internal audit of stores and self-assessment checklists.
- Reporting to management on stock position and issues.
- Building an annual store control improvement roadmap.

Conclusion

By successfully completing the Stores and Stock Control (Warehousing) Training Course, participants will have acquired a solid working knowledge of store organisation, classification, receiving and issuing control, location and documentation discipline, stock level setting, cycle counting, surplus control, and performance measurement. They will leave able to run a store where items are found immediately, records match reality, and stock levels serve operations rather than burden them. Gentex Training Center delivers this programme with stores and inventory practitioners who run these controls in live operations.

FAQs for the Stores and Stock Control (Warehousing) course

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Q1 What is the "Stores and Stock Control (Warehousing)" course about?

It is a five-day programme on the daily control of a store, from receipt to issue. It covers classification, receiving and inspection, location and documentation discipline, stock level setting, cycle counting, returns and surplus control, and performance measurement.

Q2 What are the key benefits of the "Stores and Stock Control (Warehousing)" course?

Participants find items immediately, cut stockouts caused by weak records, and stop unrecorded issues that distort consumption reports. They also reduce surplus and obsolescence losses and produce documentation that stands up in internal audit.

Q3 What skills will I gain from the "Stores and Stock Control (Warehousing)" course?

You will gain store classification and organisation design, receiving and issuing control, stock level and reorder rule setting, and stock accuracy, surplus control, and store performance measurement.

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Q4 What tools, methods, or standards are covered in the "Stores and Stock Control (Warehousing)" course?

The course works with ABC and XYZ classification matrices, material coding and bin location standards, goods receipt and inspection documentation, material requisition and issue authorisation, loan registers for returnable items, reorder point and min-max systems, safety stock and economic order quantity models, blind counting and count-back techniques with tolerance thresholds, ageing and surplus analysis, ERP and WMS store transactions with barcode scanning, and store KPIs including stock accuracy, turnover, and obsolescence rate.

Q5 How is the "Stores and Stock Control (Warehousing)" course applied in real-world practice?

Teams apply it when receiving a delivery and checking it against the order, setting bin locations for a new item, investigating a count variance, processing a return to store, and preparing surplus stock reports. It also guides adjustment approval workflows and store self-assessment audits.