



SAPICS Basics of Stores & Stock Control (BSSC)

Overview

All stores and warehousing personnel including pickers, forklift drivers and supervisors will benefit from the SAPICS Basics of Stores & Stock Control programme by gaining a holistic understanding of the principles of stores and warehousing and the disciplines required to maintain control in the warehousing environment.

Target Audience

All stores and warehousing personnel.

MODULE CONTENT

Module 1: Warehousing and Supply Chain Management

- Types of warehouses
- Areas of warehouse responsibility
- The supply chain
- Areas of expertise
- Order winners and order qualifiers
- Stock control
- Warehouse management system
- Specific functions of a warehouse management system
- Warehouse organisation

Module 2: Roles, Responsibilities and Relationships

- Leadership
- Leadership styles
- Leaders and followers
- Roles and responsibilities
- Team member skills and attributes
- Policies and procedures
- Interdepartmental relationships

Module 3: Risk and Safety Management

- Safety responsibilities
- Occupational Health and Safety Act
- Accident situations
- Measures of accident rates
- Employee training
- The 3 E's of accident prevention
- Reporting an accident
- Employee theft
- Theft prevention
- Theft and the warehouse
- Use of common sense
- Warehouse data security
- Warehouse physical security
- External security services
- Identity theft
- Security recommendations
- A warehouse security exercise

Module 4: Warehouse Safety and PPE

- Practising safety
- Accidents cost money
- Safety and you
- First aid
- Mouth-to-Mouth rescue breathing
- Personal Protective Equipment (PPE)
- PPE hazard assessment
- Categories of PPE

Module 5: Inbound Logistics

- Receipt of stock
- Incoming goods inspection
- Receiving documentation
- Packaging
- Labelling
- ISO: 7000 symbols
- Warning labels for hazardous materials
- Identify incoming goods
- Assigning goods to storage location

Module 6: Classification and Coding of Inventory

- Product classification
- Coding of stock items
- Developing a coding system
- Code characteristics
- Automated data collection
- Some important terminology
- Uses of automated data collection

Module 7: Storage Facilities and Warehouse Productivity

- Determining space requirements
- Layout and design principles
- Productivity
- Changes in productivity levels
- Labour and equipment productivity
- Warehouse productivity
- Ergonomics
- Storage methods
- Cross-docking operations
- Mezzanine floors

Module 8: Materials Handling and Storage Equipment

- Definitions of materials handling
- Dimensions of materials handling
- PQRST of materials handling
- Principles of materials handling
- Function oriented systems
- Material transport equipment
- Conveyors
- Monorails, cranes and hoists
- Industrial trucks
- Dock bumpers and dock levellers
- General guidelines for the use of MHE
- Pallets
- Storage equipment
- Order picking systems

Module 9: Stocktaking and Inventory Audits

- Types of stocktakes
- Action plan
- Purpose of stocktaking
- Frequency of stocktaking
- Where and when to count
- Responsibility for the count
- Preparation for the count
- Stocktaking do's and don'ts
- Some golden rules
- Inventory accuracy targets
- Causes of stock discrepancies
- Stock valuation methods
- The cost of inaccurate stock records
- Maintaining stock integrity
- Stock rotation
- Benefits of maintaining stock integrity
- Dealing with excess inventories
- Less formal stock control systems

Module 10: Warehouse Issues and Returns

- Authorisation of issues
- Issuing procedures
- Issuing documentation
- Identification and timing of issues
- Internal controls
- Types of issues
- Returns

Module 11: Outbound Logistics

- Customer service
- Order cycle
- Types of issues
- Inventory movement documents
- Order picking
- Types of order picking
- Improving picking performance
- Order tracking

Module 12: Transport and Reverse Logistics

- Designing the transportation system
- Freight management
- Modes of transport
- Containers and containerisation
- Outsourcing
- Third party (3pl) logistics
- Fourth party (4pl) logistics
- Other transportation agencies
- Marshaling and shipping
- Reverse logistics
- Distribution centre returns
- Recovery options
- Recycling

Module 13: Emergency Situations and Precautions

- Definitions of an emergency
- Duties and responsibilities
- Emergency situations
- Crises reporting

DELIVERY METHODOLOGY & DURATION

Live On-line Classes

7 x 3-hour Saturday morning online sessions over 2 months.

Portal Activity

The student portal includes student resources, activities, suggested reading, final exam, quizzes and answers.

Written Exam

There is one x 3 hour exam at the end of the programme.

Contacts

For course dates, official quotations and enrolment forms please contact any of our three training centres:

GAUTENG

Renesh Ranjeeth

✉ renesh@optimumlearn.com
☎ 067 208 1043
📍 299 Pendoring Road, EBSCO House, Blackheath

KWA ZULU NATAL & WESTERN CAPE

Malebo Mailula

✉ malebo@optimumlearn.com
☎ 068 389 6238
📍 Vineyards South Square, Vineyards Office Estate, 99 Jip De Jager Drive, Bellville

EASTERN CAPE

Renesh Ranjeeth

✉ renesh@optimumlearn.com
☎ 067 208 1043
📍 7 The Boulevard, West Way Office Park, Westville

MANAGING DIRECTOR

David Goldschmidt

✉ david@optimumlearn.com
☎ 079 885 3726
📍 Vineyards South Square, Vineyards Office Estate, 99 Jip De Jager, Bellville, Cape Town

www.optimumlearn.com

