

**SCHOOL OF BUSINESS AND ECONOMICS**

**DEPT. OF BUSINESS ADMINISTRATION**

**FIRST YEAR SECOND SEMESTER EXAMINATION FOR DIPLOMA IN PROCUREMENT**

**2903/107: WAREHOUSING OPERATIONS AND STOCK CONTROL**

**DATE**

**TIME**

**INSTRUCTIONS**

**Attempt any five questions only**

- 1a) Explain FIVE importance of materials preservation in warehousing operations of a given organization (10marks)
- b) Explain FIVE ways in which Packaging facilitates operations in a Warehouse. (10 marks)
- 2a) Explain the bases of coding materials in warehousing operations (10 marks)
- b) Before conducting stock taking exercise the staff in charge explained the nature of preparation for the exercise. Highlight (10 marks)
- 3a) Describe various safety and security measures in the buildings and Stock in a warehouse. (10marks)
- b) Identify the factors to consider in selecting materials handling equipment in an organization (12 marks)
- 4a) As a manager and in charge of stores management system, you noticed that the records were not maintained accurately. Explain the advantages of maintaining Stock Records accurately. (10 marks)
- b) Explain the Limitations of using stock levels in Inventory management. (10 marks)
- 5a) In warehousing operations and stock control it was highlighted that there were reasons for holding stock. Explain (12 marks)
- b) Explain the considerations to be taken into account in selecting and packaging for materials in a warehousing operations and distribution of the materials (8 marks)
- 6a) Classification and coding materials is a vital aspect in warehousing Operations. Explain the factors to be considered in coding of materials (12 marks)
- b) During the exercise of stock taking, the manager informed the management about some discrepancies experienced after investigation. Explain the causes of discrepancies (8marks)
- 7a) Material handling in a warehouse is a major aspect in the stores operation. Describe the main principles to be observed when handling the materials. 10marks
- b) As a warehouse manager one of your responsibilities is to ensure preservation of stock items. Explain five measures that you would take in order to preserve stock items in a warehouse effectively (10 marks)