Stores Management Objectives

The stores function is concerned with holding appropriate levels of stocks of the required quality, under the correct storage conditions, for use by other departments. To realize these objectives, stores management has a number of duties, including:

• Receiving, storing, and issuing stock;

• Controlling the movement of stock;

• Controlling all storage units;

• Controlling material handling procedures;

• Overseeing quality and quantity control;

• Overseeing staff training; and

• Implementing clerical administration duties

**The Store’s Function**

The stores have a wide range of functions that must be carried out efficiently and logically to ensure the smooth running of the department, including:

• receiving and maintaining the quality of all incoming materials;

• supplying materials to user departments to ensure continuation of production;

• storing, controlling, and issuing all items in stock quickly and efficiently;

• issuing any tools or spare parts that may be required by the departments;

• ensuring that all health and safety regulations are followed;

• undertaking training of all stores staff; and

• complying with the control of hazardous substance regulations.

The stores provide a service to the company as a whole and to individual user departments. Obligations to particular departments include:

• Production departments, to ensure that materials are available as and when needed;

• Distribution departments, to ensure that all finished products are marshalled ready for dispatch;

• Sales departments, to ensure that stocks for sale are stored and issued correctly; and

• Accounts departments, to ensure that information on the value of stock, goods received, and invoice queries are provided promptly.

For any stores management system to function efficiently, considerable time and attention needs to be given to:

• siting of stores,

• Construction of buildings,

• Stockyards,

• Internal layout of stores,

• Types of stores, and

• Storage equipment.

**The Siting of Stores Buildings and Stockyards**

A site should meet the following requirements:

• Clear, level, well-drained land capable of providing foundations suitable for the building or stockyard required.

• Of a size sufficient to accommodate stores buildings, stockyards, access roads, car and lorry parks, and possible future expansion.

• Site convenient for main services (i.e., drainage, water, electricity, and gas).

• Convenient for transport facilities (e.g., motorways, rail points, airports, and docks).

• Away from congested urban areas, where traffic may have difficulties, collecting or delivering.

• Close to user departments or centrally situated to serve a number of units.

The purpose of the building of a stockyard must be borne in mind, and the following matters must be taken into account:

• The size, weight, and handling characteristics of goods and materials. The nature of the goods is very important because it will determine the structure of buildings and the site. Consider particularly explosives, petroleum spirit, and deep-frozen food.

• The location of the user departments and depots to be served from the stores building.

• Methods of transporting goods to and from the building (e.g., palletisation, containerisation).

• The loading and unloading facilities required, with special regard to maximum weights to be handled and maximum size of containers.

• The traffic volume anticipated. (This will influence the type of handling equipment for which provision will have to be made.)

• Storage methods and equipment required.

• Any security systems needed.

• The number of staff needed for operating the building.

**Construction of the Buildings and Stockyards**

When deciding upon the construction of the building and stockyard, consider the type of building needed: single story or multistory. Single-story buildings are cheaper, a lighter shell is possible, ventilation and lighting are easier, and materials handling presents fewer problems, whereas multistory buildings make the best use of a restricted site and may be necessary when an existing site must be redeveloped.

**Load Bearing of Floors**

The load-bearing capacity of floors must be carefully considered so that it is suitable for the goods to be stocked. Floors will also need to be dust-free and nonslip.

**Receiving Bags and Loading Docks**

These will need to be of correct size, type, and height to suit vehicles using the stores.

**External Doors and Windows**

* These will need to meet security requirements, at the same time, doors must provide an adequate means of entry and exit, for example, power-driven roller doors with at wicket gate. The larger doors can be raised for vehicles and the wicket gate for personnel.
* Draught-proof screens of polythene or other plastic strips help to conserve heat.
* Internal rubber doors provide the same facility and allow movements of forklift trucks. There must also be doors and screens adequate to prevent the spread of fire. Internal partitions should be of a type that can be easily moved around, to give the greatest flexibility in the use of space.

**Heating, Lighting, and Ventilation**

* In a stores building, much planning should go into heating, lighting, and ventilation. Some form of heating will nearly always be required — the problem is to provide a source of heat that is sufficient, economical, and does not interfere with the storing of materials. Many buildings use fan-heaters for this purpose.
* Adequate ventilation must also be provided. Air conditioning may well be required in many conditions. It is important that stock is kept in the best condition, and this may require air conditioning. An air- conditioning specialist should be consulted if it is required.
* Natural lighting is the best form and should be provided, if possible. Roof lights are a convenient method of doing this. Fluorescent lighting is effective and cheaper than tungsten lighting.

**Internal Layout**

Before planning the layout of any store so as to provide the most satisfactory base for efficient operations, one must determine all the storage needs very carefully and then decide:

• What is the best that can be done in terms of grouping stocks,

• What can be provided in the way of a building or site for each group,

• Exactly what type of service the store will provide, and

• What kind of supporting facilities a particular stores area will require.

* A disjointed stores layout plan is likely to result in poor service, inadequate control, costly administration, unnecessary duplication of equipment and facilities, and frequent emergency rearrangements to meet unforeseen circumstances.

The factors that will form the basis for overall planning of storage facilities throughout the company are therefore vitally important and must be carefully considered. The main factors for consideration are as follows:

• What types of service that can be reasonably afford?

• What materials must be handled at each location?

• How will materials be constructed?

• What kinds of equipment will be needed at each location?

• What provisions, if any, must be made for overall workflow throughout the company?

Layout requirements will be influenced by the following characteristics:

• Determination of material needs;

• Receipt and inspection of incoming materials and supplies;

• Storage, safekeeping, and issue of materials and supplies;

• Centralized or decentralised storage of materials and supplies;

• Recording and administration of stocks;

• Handling and transportation of materials;

• The need for workflow to be considered in the particular location;

• The working space required by each of the functions involved; and

• The type of materials involved and the mix of materials in the particular location, such as raw materials, piece parts, bought-out parts, work-in- progress, tools and patterns, jigs and fixtures, equipment and spares, general stores, packaging materials, and finished products.

The nature of certain materials that require special consideration include:

• Those that are valuable or attractive to pilferers;

• Fast-moving or slow-moving materials;

• Materials requiring special means of storage (e.g., liquids) and freight containers;

• Bulky or awkwardly shaped materials;

• Dangerous materials;

• Identical components that must be stored in two separate areas for different purposes, such as production supplies and supplies of spares;

• The gangways, corridors, or free areas necessary for the lift or travel of overhead cranes or the movement of other materials-handing equipment;

• Areas for the receipt or dispatch of internal or external transport;

• The need to assist the administration and the supervision to maintain control efficiently; and

• The need for flexibility, so that the facilities can be adjusted to meet changing circumstances.

**Types of Stores**

It may well be that, in a small company, all stores facilities must be provided in a single building, and if an efficient service is to be provided, all of the foregoing factors must be considered when planning the layout of that building. The larger the company, however, the more fragmented the stores facilities become, and the more specialised become the activities of each stores location. Whilst this may simplify the layout of individual stores locations, it demands a more detailed consideration of the function or purpose of each. Some of the more specialised applications that justify individual consideration are:

• centralised goods receiving,

• centralised storage,

• Special storage facilities, and

• Popularity storage.

Centralised Goods Receiving

It is necessary to consider the “nature of the function being performed,” and the activities involved at such a point:

• Receipt of transport of various kinds.

• Unloading and subsequent reloading of materials of various classes.

• Initial checking of goods for damage in transit.

• Recording and documenting goods received.

• Provision of facilities for the technical inspection of those goods requiring it.

• Provisions for goods awaiting distribution to used departments or storehouses.

• Provision for goods awaiting return to suppliers.

The “nature of the function being performed” will tend to decide the general location and pattern of layout, which will then be varied by certain other factors, viz:

• The need for workflow;

• The volumes of work being handled;

• The types of materials;

• The nature of certain materials;

• The working areas needed; and

• The need for flexibility.

1. Centralised Storage ; The term central stores has four different interpretations;

• Central stores only. This type of central stores will exist where only one storage point is justified in a factory, and all supplies are provided from that one point. In addition, probably all other storage activities will be carried out at that one location.

• Central stores supported by substores. In stores facilities organised in this way, all requirements are controlled and ordered by the central stores where the materials are received and stored. Normally, the substores are located adjacent to the operating departments they are designed to serve, and the stocks held in them are limited to reasonable operating levels.

• Central stores in addition to departmental stores. When stores are organised in this way, the departmental stores operate independently, ordering, receiving, and storing those materials that are used only by the department served by that departmental stores. The central stores are responsible only for providing supplies of those items that are common to more than one department. The central stores will order, receive and store common items, and departmental stores will replenish their stocks of such items by requisitioning their requirements for central stores. This type of central stores organisation may be used where the factory departments are widely dispersed geographically, transportation costs make it worthwhile to centralise those items common to all departments, and items can be bought and stored in bulk.

 Another justification may be that the work of the various departments is so diversified that it would be unreasonable to bring highly specialised materials into a central point merely for them to be distributed to one department.

• Central stores (main distribution warehouse) and depots. Sometimes the term central store is applied to a main warehouse in which the finished products of a company are held prior to distribution. From such a stores, the products may be distributed to substores or depots that are located at strategic geographic points from which the best service can be provided to customers. Such depots may operate with or without the control of the central warehouse, but as with all centralisation, a central stores tends to ensure closer management control over distribution priorities, whilst a depot reduces the transportation problem within its own area, in addition to providing quicker service.

Both centralisation and decentralisation have their advantages, and there is an unfortunate tendency to rush to obtain the advantages claimed for centralization without giving any consideration to its disadvantages or to the equally strong claims of decentralisation in certain circumstances.

Advantages of Centralised Stores

• Allows closer management control

• Justifies the use of more advanced control methods and techniques

• Creates economies in storage space because quantities held in stock can be proportionately smaller (e.g., five separate stores may need to hold 20 each of a particular item: If centralised, it would not necessarily mean that 100 of the item need be held).

• May justify the use of better storage, handling, and transportation facilities

• Better facilities may be provided for receipt, inspection, and testing of materials

• Stocks will be turned over with greater regularity, thus avoiding depreciation or obsolescence

• Allows for more specialisation by stores personnel

• Reduces the number of orders placed for the purchase of particular materials, thus facilitating quantity buying

**Disadvantages of Centralised Stores**

• Involves extra handling and transportation costs

• Requires a much stronger organisation or inefficiencies may arise

• Will involve more documentation if it involves distribution through sub-stores

• Greater dangers of shortages and loss arise if the central store is badly managed

• Bad management of any kind will have more serious repercussions and be more costly

• Central stores personnel may be less concerned with local needs in the factory and so deal less efficiently with them

1. **Special Storage Facilities**

In listing the factors to be considered in the detailed planning of layouts, the following were mentioned:

• The nature of the functions being performed

• The need for workflow

• The volumes of materials to be handled

• The working areas necessary for each function being performed and for the volumes of materials

1. Open access stores. Where items of relatively low value are being use on a continuous basis at a rapid rate, and where the handling and control costs are disproportionate to their value, one may decide to make them freely available to the user departments from an open access store within the department.
2. Popularity storage. Rate of usage is the final factor to be considered under the general heading of “nature of the material.” Some materials are fast moving (i.e., they are used quickly and regularly); other materials are slow moving (i.e., whilst their usage may be regular or intermittent, they tend to stay in stores for long periods of time). This popularity of certain materials will affect not only the ordering policies or stock levels, but also will need to be considered when planning the layout and location of supplies.

**Planning Storage Equipment**

There are a number of basic questions should be considered when planning storage equipment, including:

• is the company making the most economical use of the space available?

• is the company achieving the greatest overall benefits for the storage costs incurred?

• is the company paying the most economical prices for the most suitable equipment?

• Will the equipment help to provide the most efficient service?

• Will the equipment assist in the handling and controlling of stocks?

• Will it help to provide the right conditions in which to hold stock?

• Will it present any dangers to premises or personnel?

• Will it provide the right degree of security for the stocks?

• Does it give us flexibility in use?

To determine the types of equipment necessary, in terms of materials handled, choosing of equipment can be based on factors such as:

• The nature of the material (e.g., size, weight, shape);

• The volume to be held;

• The degree of protection required from pilfering, from dirt and from atmospheric conditions;

• The problems of handling the material;

• The needs for physical or administrative control over quantities, flow;

• The nature of the building being used;

• The location of the stocks in relation to their point of use, and the space available;

• The handling methods or facilities available or necessary;

• Whether materials are received, stored, and issued in unit quantities; and

• The rapidity of stocks turnover of individual materials.

Considering these factors will outline certain requirements that must be met in selecting the equipment that will satisfy the company needs. The requirements include:

• Strength, to support weight;

• Durability, to withstand constant wear;

• ease of operation, to assist efficiency;

• Flexibility, suitability for a variety of uses;

• Protection provided, against, for example, dirt or misappropriation;

• Adaptability, for different locations;

• Safety, for premises, materials, and personnel;

• Maneuverability, for swift rearrangement of storage areas where necessary;

• Cost, giving the greatest value for money spent;

• Dimensions, to fit the space or headroom available, or to contain the volume required; and

• Suitability, to the method of handling or type of material held.

Careful consideration of the basic principles of effective storage to avoid:

• Uneconomic use of space,

• Unnecessarily high storage costs,

• Unnecessarily high costs of equipment,

• Inefficiency in providing a service,

• Difficulty in controlling stocks,

• Detrimental effects on the condition of stocks,

• Dangers to premises and personnel,

• Lack of security for stocks, and

• Lack of flexibility in use.

**Goods Movement Theory**

The basic principle when planning the primary activities involved, so that unnecessary movement is elimiinated, this is achieved through considering the following principles:

• Major handling or movement should be restricted as far as possible by siting incoming and outgoing materials correctly prior to any operation and using the most helpful methods for “holding” the materials at any point.

• Try to plan the work on a “flow” principle, which will involve correct routing of materials; correct movement of personnel involved in the activities; proper designation of working areas and working groups; suitable arrangements being made for obtaining and disposing of containers; and proper routing of documentation.

• Eliminate wasteful methods wherever possible by employing unit loads to eliminate handling and perhaps counting individual items; using pallets where frequent movement is involved; using the force of gravity wherever possible to add movement.

• Where mechanised methods of handling are necessary, select the most appropriate equipment, carefully consider what degree of flexibility is required from the equipment purchased; decide whether some form of standard equipment can be used; consider whether the volume of work involved justifies special-purpose equipment; consider whether some conveyor system should be employed in place of handling.

• In the event that the “first choice” equipment breaks down, decide whether alternative methods of handling the layout adopted allow the alternative methods to operate.

• The methods adopted should be designed in the interests of safety, first of personnel, then of property.

• Equipment should be designed and installed for safe and efficient operation, and where operators are required, they should be properly trained for the job.

• The environment in which the materials are handled will affect the choice of certain equipment

• One must compare the overall “benefits” of alternative methods with the “costs” of employing those methods.

**Investment Justification**

The investment and running costs of different handling methods can easily be computed, and these costs must be set against potential benefits of each of the alternative methods, which may include:

• Savings in time and labour,

• Reductions in damage or breakages,

• Increases in output or turnover,

• More efficient use of space, and

• Reductions in risk to life or property.

**Types of Handling Equipment**

Apart from the normal methods of handling, such as lifting, carrying, pushing, or shovelling — there is a wide variety of mechanical methods that fall into four categories:

• Industrial trucks

• Cranes and hoists

• Conveyors

• Pumps — pipelines — feeder systems

Industrial Trucks (Manual)

This range of equipment is designed to provide simple mechanical assistance in the operations of lifting, moving, or transporting loads that are too heavy to manhandle or that can be handled more economically in bulk lots. Manual industrial trucks include such equipment as the following:

• Sack trucks

• Platform trucks (manually operated)

• Platform lift trucks (manually operated)

• Drum lifts

• Cylinder trucks

• Pallet trucks (manually operated)

• Carboy tippers

• Lifts or mobile ladders (manually operated)

• Special purpose trucks and trolleys

**Industrial Trucks (Power Driven)**

 Power-driven trucks have been designed for a wide variety of applications. Their purpose is to handle loads that cannot be manhandled even with the assistance of the simple mechanical aids, or to transport loads over longer distances at greater speed. Power-driven industrial trucks include such equipment as the following:

• The fixed-platform power-driven truck

• Power-driven platform lift trucks, such as a 4-directional truck

• Tractors and trailers

Before dealing with the applications of such trucks, one must consider the following factors:

* Pedestrian or driver operated — This will depend upon the loads to be carried, the space available, and the distances to be travelled.
* Petrol, LP gas, diesel, or electric driven — Consider whether for internal or external use, economy of running, economy of maintenance, capital cost, and mechanical reliability and availability
* Solid or cushion tyres — This will depend upon the loads to be carried, the nature of the application, and the surfaces upon which it is required to operate.

Standard or special forklift trucks designed to cope with a wide variety of applications include:

• Normal or high lift,

• Reach trucks — with forward movement of the forks,

• Straddle trucks

• Lifting attachments for special purposes (e.g., ram - for coils, clamps – for drums),

• Side-loading trucks, and

• Electrical stackers

* Another development in the field of power-driven industrial trucks is the automatic or robot system, the main purpose of which has been to reduce the manpower requirements in warehouses or stores for collecting or distributing large volumes of many items of stock.
* The robot trucks are loaded at and controlled from a central point and are directed electrically along prewired gangways to the points within the warehouse where the goods are to be unloaded and stored. Similarly, goods from stock can be loaded on the trucks, which are automatically directed to a central point for issue, packing, or dispatch. Such a system is expensive to install and demands careful planning of storage locations for fast- and slow-moving items and the balance between them; “traffic jams” of robot trucks would cancel out the benefits that the system was installed to obtain.

Cranes and Hoists

There are certain circumstances in which cranes or hoists are preferable to other forms of materials handling equipment. These circumstances can include:

• Where heavy materials must be lifted for loading on to trucks or other vehicles for transportation,

• Where heavy materials need to be lifted and moved only a short distance for further processing,

• Where awkward loads are involved which cannot be handled or industrial trucks,

• Where the movement involved is between two or more constant points, and

• Where insufficient space is available on the floor to allow materials movement.

The following are examples of the various types designed to meet the problem:

• Pull-lifts — A hand-operated chain-block at a fixed point to lift heavy materials for loading on vehicles or machines.

• Electric hoists — An electrically operated version of the Pull-lift for basically the same purpose.

• Monorail — A single overhead rail from which a pul-lift or electric hoist is suspended on rollers, to allow loads to be moved to any point over which the monorail passes.

• Swinglift jib — A swinging arm on which a pul-lift or electric hoist is attached to allow loads to be moved to any point within the arc of the job.

• Mobile or rolling gantry — a steel structure which straddles the working area and is mounted on rollers and rails. A Pul-lift or Electric Hoist is suspended on rollers from the gantry, which then allows manual movement from side to side as well as along the length of the working area.

• Overhead cranes — A power-driven vehicle mounted on a fixed gantry running the whole length of the working area. The lifiting apparatus can be power driven from side to side across the working area as well as along the length of the gantry. The lifting is also electrically powered and can be controlled either from an overhead cavin attached to the vehicle or form ground level by hanging controls.

• Jib crane — A lifting arm that is fixed at one point; both the arm and the lifting apparatus are power driven and usually controlled from a cabin that rotates with the arm. Jib cranes are usually used for lifting heavy loads to considerable heights.

• Mobile crane — A jib crane mounted on a manually operated or motorized vehicle; usually used for lifting and transporting occasional awkward loads over reasonable distance, or where an overhead crane cannot be erected.

**Conveyors**

Where a continuous flow of goods or materials passes between two or more fixed points and the cost and utilisation of space can adequately be justified, a conveyor may be installed. Usually, the expense that a firm is prepared to incur in installing conveyors will be in direct relation to the volume of goods or materials involved.

The type of conveyor selected must obviously depend upon the type of materials to be handled, but wherever possible one should use gravity to drive the conveyor and thus avoid the cost of power and driving plant.

Within the general classification of conveyors, therefore, one must include the following:

• Slides and chutes, for parcels and cartoons

• Gravity roller conveyors, used for many purposes from the movement of hot-rolled steel bar or strip, to the movement of packing cases

There are also the power-driven conveyors, chain-driven from electric motors:

• Live-roller conveyors — In which some of the rolls in each section of track are driven by chain as with the wheel of a bicycle; or there is the towline principle in which cog wheels, driven by electric motors, tow an endless length of conveyor.

• Overhead conveyors — For carrying materials or goods suspended above the working areas in which they are to be used or through process areas such as paint dipping or heat treatment.

• Subfloor tow conveyor— An endless chain below floor level onto which carts or trucks are hooked and towed to the point at which the materials they contain are required.

Another conveyor system is the pulley-driven conveyor, an endless belt moved by power driven pulleys or rollers positioned at one or both ends of the conveyor system. Such a conveyor can be either:

• A belt conveyor — mainly used for transporting small items that must be“Contained” by the conveyor itself, such as small components, solid fuel, ashes; or

• A slat conveyor — where the “containing” ability of the belt conveyor is not necessary but where a flat surface is desirable.

**Pumps, Pipelines and Feeder Systems**

In circumstances where the materials to be supplied are large quantities in gaseous or liquid form or are solids in powder or fine-grain form, it may be advantageous to handle or transport them via pipelines or feeder systems. In this way the materials are enclosed in pipes or ducts, giving the following advantages:

• Easier control of material movement,

• Less likelihood of waste,

• Protection from contamination is facilitated,

• Flow of materials is more easily regulated, and

• Sometimes provide the easiest method of connecting the storage unit with the user location.

Where the storage unit can be located above the user unit, it may be possible to use gravity feed, which saves the costs of providing power. Examples of gravity feed are:

• Fuel oil from tanks above furnaces,

• lubricating oil from reservoirs above machines, and

• Grain from silos to road transport.

In other circumstances it may be necessary to introduce pumping units to “push” materials along the pipelines or vacuum units to “suck” the materials along. This method of handling is now being applied to moving solids that can suitable be suspended in a liquid “transporter” (e.g., coal suspended in water or ore-bearing earth suspended in a suitable fluid).

Pipelines and feeder systems have a wide variety of uses that can prove more profitable or less costly than more conventional forms of handling, but the same benefit-to-cost analysis must be applied, and invariably the main factor justifyingtheir use is the volume of materials to be handled.

**Safety and Safe Methods of Working**

It makes good sense to have safe methods of working in order to avoid personal injury and to safeguard the company’s interests.

In cases where personnel are injured at work, the manager responsible may well face prosecution under legislation if he or she has failed to ensure that safe working conditions and practices are maintained. The particular points to which the stores manager must pay attention are as follows:

• Good layout of the stores, providing for clearly designated gangways, marked with white lines or similar methods. These gangways must be kept free from obstructions at all times. Areas for receipt of goods, inspection, returns to stores, scrap, and redundant stock, as well as storage areas should be properly designated.

• Stores must be kept clean and tidy; what is generally called good housekeeping is an essential element in providing safe conditions of work. Many accidents are caused by persons tripping and falling over obstacles and the like. Piles of inflammable rubbish, such as empty packaging, are also a real hazard.

• Cleanliness must be enforced by management. This can be aided by the sealing of concrete floors and the provision of sheets and dust covers where required.

• All rubbish and arisings must be segregated and proper facilities provided for temporary storage until removal. This removal must be on a regular basis, because old containers, paper, cardboard, wood, wool soon accumulates in any stores.

• Storage equipment must be properly used and goods stored in it correctly. Particular care must be taken to ensure that the weight limits and capacity of all equipment is known, and not exceeded. In a similar way, the loadbearing capacity of floors and maximum storage heights must be known.

• Lighting is an important factor in safety, and all working areas must be adequately lit. The actual lighting required will depend upon particular circumstances. For example, very good lighting will be needed where the selection of small items is carried out. All passages and alleyways must be lighted to prevent accidents.

• Provision of handrails is required where gangways are above ground level or where the worker may experience difficulty in walking.

• The stores manager must ensure that all equipment under his or her control is properly guarded. Forklift trucks will need overhead guards to prevent loads injuring the driver in the case of accidents.

• Nonslip surfaces should be provided on ramps and sloping paths.

• Loading and unloading docks and wells are areas of particular danger in a store. Removable handrails will be required, as will curbs or stops to prevent forklift trucks running over the edge of the dock.

• Warning and informative notices are an essential aid to safe methods of working. Many will be familiar to you, such as “Petroleum Spirit,” “No Smoking,” “Exit,” and so on. These are available as “standards” from suppliers. Other signs to suit ones own particular requirements are available and can be made to their specification. Some signs must be displayed, and colour is a useful method of conveying warnings or information. Danger Signs and fire equipment are red and caution signs are yellow (forklift trucks are normally yellow).

• Protective clothing and equipment must be provided and worn in appropriate situations. It is the responsibility of management to ensure that safety helmets, goggles, gloves, overalls, safety shoes, and boots are provided, and, what is more difficult, management must make sure that the equipment is used properly.

• The organisation will have a safety officer that the stores manager must consult on safety matters. Instructions regarding the safety of equipment and practices should be issued in writing by management to all personnel working in the stores. It is important that people such as crane drivers, forklift truck operators, and slingers are aware of safety regulations.