

2013/2014 ACADEMIC YEAR

SECOND YEAR FIRST SEMESTER ORDINARY EXAMINATIONS

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

HPS 2102: STORES MANAGEMENT AND STOCK CONTROL

TIME: 2 HOURS

INSTRUCTIONS: Answer question 1 and any other two questions.

Question One

XYZ company is planning to set up a stores section due to expansion and growth of the company. Explain the need to factor stores in the plan in terms of

- i) Function
 - ii) Responsibilities
 - iii) Duties
 - iv) Location and Layout
 - v) Type of Stores
- (30 Marks)

Question Two

A new employee has been deployed to your department. As the stores manager take him through

- a) Types of materials stored (5 Marks)
 - b) Classification and codification (8 Marks)
 - c) Receiving the goods (7 Marks)
- (20 Marks)

Question Three

Discuss the importance of stores management to the purchasing department in terms of

- i) Receiving of materials (10 Marks)
 - ii) Inspection of materials (10 Marks)
- (20 Marks)

Question Four

The Chief Purchasing Officer has been requested for information on the management of redundant and scrap materials by the Chief Executive Officer. Respond to the request marked urgent on behalf of the stores personnel clearly explaining:-

- a) Reasons for the materials and disposal of redundant obsolete and scrap materials (8 Marks)
- b) Categorization (6 Marks)
- c) Control (6 Marks)

Question Five

- a) Define replenishment of materials (2 Marks)
- b) Explain the various levels of materials replenishment (8 Marks)
- c) Briefly discuss EOQ (10 Marks)