

WAREHOUSING MODULE

24 class hours (1 class hour is 45 minutes)

WHO IS IT FOR?

The course is recommended for professionals involved in implementing any element of the warehousing process and wishing to broaden their CPD horizon with learning about technological and technical solutions relating to their specialism.

According to their job descriptions, the following professionals might be in need of this training: warehouse operative, warehouse receiver, order assembly operative.

COURSE AIMS

The course aims to give candidates

- an overview of warehousing tasks,
- make them aware of the tasks that need to be performed at each stage of the warehousing process,
- give them an understanding of technical tools and conditions of use relating to the former that are involved in the storage, commissioning and manual handling functions of warehouses,
- familiarise them with the assortment of warehouse documents and their uses,
- make them aware of the health and safety, fire protection and environmental protection requirements applicable to warehouses.

COURSE UNITS

- The place and role of warehousing in logistics processes (e.g. changes to the role of warehousing as a result of the system of requirements applicable to logistics being enforced, warehouse types in the supply chain, etc.)
- Components of the warehousing process. Receipt of goods. (identification of goods; tasks and documents involved in the receipt of goods; quantitative and qualitative inspection, dealing with variances)
- Packaging, unit loading of goods. Storage. (the role of packaging and unit loading in warehousing; storage process and toolkit including conditions of use; managing storage unit records)
- Commissioning (process and methods, improving speed and accuracy)
- Spedition (making preparations for deliveries, transportation control)
- Warehouse management (tasks, information system, inventory taking)
- Warehouse conveyance (fixed-time and round-the-clock machinery and parameters of their use, maintenance of warehouse machinery)
- Warehousing of special goods (food, hazardous goods)
- Requirements relating to warehouse operations (fire protection, health and safety, environmental protection, tasks involved in the inspection and maintenance of storage units)
- Implementation of lean basic principles in warehousing (Kaizen, 5S)
- **Warehouse simulation practice** – game, parameter task, assessment