

Employee Inservice: Inventory Control

INSERVICE OBJECTIVES:

This lesson addresses the several methods of inventory control. After completing this session, employees will be able to:

- Accurately create list of what the facility has available to use
- To effectively create an assessment of how much you will use on a daily or weekly basis.
 - Make it easy to be able to track the usage for accuracy of different products.
 - A fast and effective way of re-ordering and restocking the facilities inventory.

Methods

FIFO – First In First Out

Arrange inventory to use products received earlier first

Proper storage units can help facilitate this – i.e. shelving easily accessible from all sides

Labels for Freshness and Expiration

Keep track of the dates a product is opened or should be used by

Take into consideration shelf life of the specific product

A labeling gun is a useful tool in this case

Purchasing

Par Stock Method

Keep enough stock on hand until next order is delivered

Varying reorder amount but regular delivery interval

Minimum/Maximum Method

Reorder when stock reaches the minimum amount

Varying delivery intervals but regular

reorder amount

Alphabetical Order (ABC system)

1. A - outstandingly important
2. B - of average importance
3. C - relatively unimportant

Logs

1. Perpetual inventory describes systems of inventory where information on inventory quantity and availability is updated on a continuous basis, usually via a computerized system.

2. Periodic inventory is a system of inventory in which updates are made on a periodic basis.

Why is inventory control important ?

- a. Provide main ideas of why it is important
- b. Reduces waste and hidden cost
- c. Makes it easier to identify, correct problems when they arise.
- d. Helps focus on opportunities for cross-utilization.
- e. Organization of the inventory and keep track efficiently.
- f. Increasing customer satisfaction.