Haji Ahmad Saffian is an expert in the area of store, purchasing and materials management. Prior to this, he has held the positions of General Manager with a MARA owned company, Warehouse Manager with Malaya Breweries and Materials Manager with Sapura Holdings. He is one of the lecturers for the Malaysian Institute of Purchasing & Materials Management’s Joint Certificate Programme with the Chartered Institute of Purchasing and Supply, U.K. He has also conducted a series of in-house programmes for several multinationals including a long term stint in training staff of Petronas in Stores, Purchasing and Materials Management.

Encik Saffian heads the professional team in reviewing and rewriting Petronas Carigali Sdn Bhd’s purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing & Supply, he also holds a diploma from Institute Teknologi MARA.

Stock control procedures and system as well as the stocktaking and stock evaluation functions will indefinitely affect the economy of an organisation. This programme highlights the importance of managing the stores effectively.

### Course Contents

- **Stores Function and Organisation**
- **Stock Identification and Vocabulary**
  - Types of Stock
  - Advantages of an Identification System
- **Stock Control and Administration**
  - Assessment of items to be held in stock
  - Significance of acquisition cost
- **Provisions of Establishment and Authorised Holdings**
- **Store Cycle**
  - Requisitional stage
  - Preparation and issuing stage
  - Documentational stage
- **Procedure Involving the Receiving of Materials from Suppliers**
- **Principles and Procedures of Stocktaking**
  - Stocktaking instructions
  - Stocktaking arrangements
  - Treatment of discrepancies
- **Physical Aspects of Storekeeping**
  - Stores layout
  - Importance of suitable building
- **Some Special Types of Stock**
- **Assessing the Performance and Efficiency in the Stores Department**
  - Methods of evaluation
  - Survey methods of evaluation

### Objectives

At the end of the programme, participants will be able to:

- Develop skills in the field of control for various functions and responsibilities in the stores organisation;
- Understand the activities and operations of an efficient store; and
- Learn the different techniques used to control stock while maintaining a high standard of safety and hygiene in the store.
Who Should Attend

Inventory Controllers, Store Managers and Officers who are interested to acquire knowledge and skills in controlling the store activities and operations, will find the programme useful and beneficial.

Administrative Details

Registration:
- Completed Registration Form that is Faxed or Mailed to FMM Institute would be deemed as confirmed.

Payment:
- Cheque made in favour of FMM Institute should be forwarded to the FMM Sabah Representative Office.

Closing Date: 16 November 2013

Cancellation and Refunds:
- Must be in writing with reasons
- 7 days before the course - 100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

Date: December 2-3, 2013
Time: 8.30am – 4.30pm
Venue: FMM Institute
Sabah Representative Office. Lot 143
1st Floor, Block Q, Lrg Plaza Permai 1
Alamesra Plaza Permai
88400 Kota Kinabalu

Course Fees:
- FMM Member RM650 per pax
- Non Member RM850 per pax
(Feef includes course materials, certificate of attendance & meals)

For further enquiries, please contact: Nelly/Florisa

Tel: 088-447 580/560 Fax: 088-447 570
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my / florisa@fmm.org.my

Inventory and Stores Management
December 2 & 3, 2013

Registration Form

Dear Sir,

Please register the following participant(s) for the above programme

1. Name:
   Designation:
   Nationality:
   I/C No:

2. Name:
   Designation:
   Nationality:
   I/C No:

(if space is insufficient, please attach a separate list)