



Division of Continuing Education



Your productivity experts.

# Materials and Storeroom Management

## The role of Materials Management is critical to support equipment reliability and the execution of proactive maintenance.

This function must partner with the maintenance organization to support the proactive maintenance activities (planned and scheduled maintenance work), as well as the reactive responses (unplanned emergency or urgent responses). The line between having everything and having everything when it's needed is a typical Materials Management balancing act. Additionally everything must be tempered with; 30% or more of a typical maintenance budget is spent on MRO parts thus the economic impact of poor materials management practices can be significant and expensive.

The challenge is how do you reduce stock-outs, lower carrying costs, improve efficiency, increase accuracy, and reduce the failure rate due to damaged parts? How do you have everything when it's needed versus having everything? Establishing Materials Management Best Practices isn't optional, it's a requirement for success.



Visit [www.PeopleandProcesses.com](http://www.PeopleandProcesses.com)

P.O. Box 460 Yulee, FL 32041-0460

Ph: (843) 814-3795

Fax: (866) 637-9437

Contact us to learn more about training, locations and dates, or to schedule onsite training.

## Who Should Attend:

This seminar is recommended for anyone involved indirectly or directly with materials to include:

- Materials Managers
- Storeroom Managers
- Maintenance Managers
- Maintenance Planners / Schedulers
- Operations
- Purchasing / Procurement

### In this 3-day intense workshop

learn how vendors and their ratings play an important part in materials and storeroom management and how to monitor their performance. Learn how establishing functional KPIs is critical and configuration and control of your storeroom is imperative. Plus a great deal more.

Through case studies and exercises you will understand the principles, techniques, tools, and processes essential to establishing Best Practices for Materials Management. In addition, you will be exposed to organizational skills; storeroom layout techniques, reordering methods, performance metrics and measurements.



**People and Processes, Inc.**

P.O. Box 460 Yulee, FL 32041-0460

**Contact us to learn more about training, locations and dates, or to schedule onsite training.**

Visit [www.PeopleandProcesses.com](http://www.PeopleandProcesses.com)

P.O. Box 460 Yulee, FL 32041-0460

Ph: (843) 814-3795

Fax: (866) 637-9437



## ○ **Program Agenda:**

### **The Proactive Materials Management Environment**

- Elements Contained in a Proactive Materials Management Function
- Review of the Materials Management Function and what is typically found throughout North America
- Materials Management terminology and definitions

### **Materials Management Tools**

- Integration Within the CMMS/EAM/ERP
- Bar Coding
- BOM

### **Vendors and Vendor Ratings**

- Establishing Vendors and Partnerships
- Monitoring Vendor Performance

### **Refurbish / Rebuild Processes**

- Establishing a Refurbishing Process
- In-House vs. Out-Source Repair

### **Material Management Metrics**

- Establishing Functional Key Performance Indicators (KPIs) and Metrics
- Using KPIs and Metrics to Drive Appropriate Behaviors

### **ABC Identification and Utilization**

- Controlling items by Cost and Usage
- Utilizing ABC for Efficiency

### **Storeroom Configuration and Control**

- Materials Storage Techniques
- Open vs. Controlled Access

### **Issue and Receiving Processes**

- Storeroom Duties and Responsibilities
- Position Expectations and Descriptions

### **Spare Parts Storage and Care**

- Establishing a Shelf Life Monitoring Program
- Minimizing Storeroom Issued Failures
- Preventative Maintenance (PM) for stored items

### **Spare Parts Utilization and Control**

- Min / Max Establishment
- Economic Order Quantity
- Min / Max and Reorder Points

### **Standard Operating Procedures**

- Processes and Procedures
- Sharing the Knowledge

## ○ **ON-SITE, PRIVATE AND EDUCATIONAL SEMINARS**

All of our training courses can be provided on-site at your location by our seasoned instructors. You gain the benefit of providing cutting edge education for your group without the additional travel costs you would normally incur, many organizations opt to bring the instructor to the site a day early to tour and become familiar with the issues and opportunities so the education is more tailored to your audience.

## ○ **WHO WE ARE:**

People and Processes, Inc. is a maintenance and operations reliability training and consulting services and education firm. Our company consists of seasoned practitioners with backgrounds of experience with some of industry's leaders in proactive maintenance and world class reliability. We offer education, training and coaching services ranging from establishing the fundamentals of reliability to putting continuous improvement tools in place.

# Materials and Storeroom Management



**\$1,495**

per person

This 3-day, best practices course is proven to help improve performance and reduce costs. In very little time, this seminar can pay for itself.  
**One low fee for all three days – materials included.**

## Register Now

Please duplicate this form for multiple registrations.

For upcoming course dates and locations, call (843) 814-3795 or visit

<http://edu.peopleandprocesses.com/maintenance-storeroom-mro/>

**Yes**

I would like to attend

Materials and Storeroom Management on \_\_\_\_\_

Name #1 \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Name #2 \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Province \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Approving Manager \_\_\_\_\_

Title \_\_\_\_\_

### Method of Payment

- Payment Enclosed       This confirms my phone/fax registration  
 P.O. Enclosed       Check enclosed  
 Will register online with credit card

### Our Guarantee

We guarantee overall quality with a **100% money-back guarantee** on the course fee. If you're not totally satisfied for any reason, simply withdraw before the second day of any class. Notify the instructor and return all course materials and you will receive a 100% refund of the course fee.



### Internet

<http://edu.peopleandprocesses.com/maintenance-storeroom-mro/>



### Email

[info@PeopleandProcesses.com](mailto:info@PeopleandProcesses.com)



### Fax your registration

request to (866) 637-9437



### Call Tammi Pickett at

(843) 814-3795



### Mail your registration to

People and Processes, Inc.  
P.O. Box 460  
Yulee, FL 32041-0460

### Confirmation of Course Attendance

We will contact you via phone or email to confirm the receipt of your registration materials. If we have not confirmed receipt of your registration within a timely fashion, please contact Tammi Pickett at (843) 814-3795 to make sure we have received it. We do our best but please do not assume that fax, email, or postal mail deliveries as examples are flawless.

### Our Guarantee

We guarantee overall quality with a 100% money-back guarantee on the course fee. If you're not totally satisfied for any reason, simply withdraw before the second day of any class. Notify the instructor and return all course materials and you will receive a 100% refund of the course fee.

### Continuing Education Credits (CEUs)

Once you have successfully completed this course, you will be rewarded 2.1 CEUs from the University of North Florida Division of Continuing Education.

### Cancellations/Refunds

Please view our policy online at <http://edu.peopleandprocesses.com/cancellation-policy/>