

Course Overview:

This unique Material Cataloguing, Specifications & Storage Planning training course is aimed at assisting delegates to develop skills and competence on how to establish and maintain a comprehensive materials and product catalogue to support business and operations covering all operational, maintenance and supporting activities.

Course Objective:

- To review, analyse and classify the stock (inventory) line items for its adequacy and completeness of specification, catalogue group, validity, compliance and its linkage of the user's requirement.
- Know how to gather and assemble data of non-stock materials (direct purchase materials) from various user divisions/departments
- Able to classify and assign appropriate product group and to integrate with master product catalogue
- To understand how to develop unique product/catalogue identification code/part identifications for all products and services in line with International accepted cataloguing system and procedure to ensure technical and commercial integrity of the product and equipment
- Ability to use Configuration Management Systems

Course Outline:

- Essentials of Material Cataloguing, Specifications & Storage Planning
- To review materials catalogue to ensure it is in the specified templates/format
- Configuration Management System
- Technical Integrity of the Materials Cataloguing & Storage Planning
- Change Management System dealing with change request
- Review, monitor and follow up the updates of incoming change request proposal and non-compliance records
- How to ensure completeness of equipment and materials data in the Materials Management System
- Commercial Integrity of the Materials Cataloguing & Storage Planning
- Payment approval process – Supervision and checks of suppliers/vendors invoices
- Commercial Configuration process to improve interchangeability and deliverability
- Physical verification process, onsite visits in coordination with Inventory Control, Warehouse Operations and User's requirements.
- Enhancing Materials Catalogue Management and Optimum Storage Planning
- How to deal with Obsolete and Substitute Offers
- Materials & Storage Standards and Specifications
- Alternative Specification and Alternative Sources with acceptable material specification
- Multisource approaches to reduce monopoly by single source supplier (achieving economies of scale)
- Coordination with end-users, technical departments and manufacturers to facilitate in identifying all hazardous substances

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Who Should Attend:

- Any Professionals from the Procurement and Purchasing Department/Team
- Cataloguing Engineers
- Materials Engineers
- Configuration Professionals/Engineers/Specialists
- Material Planners/Equipment and Storage Specialists
- Requirements Specialists/Executives