

**041605T4STO**

**STOREKEEPING LEVEL 5**

**BUS/OS/SK/CR/02/5/B**

**Identify and Codify Goods**

**March/April 2025**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESSMENT  
Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. This paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A.
3. Answer question **TWELVE** (12) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet
6. Do not write on the question paper.

**This paper consists of FIVE (5) printed pages**  
**Candidates should check the question paper to ascertain that all**  
**pages are printed as indicated and that no questions are missing.**

**SECTION A (40 MARKS)**

***Answer ALL questions.***

1. Coding is a logical way of describing stock items in a storehouse after classification. List FOUR methods of categorizing materials before the coding exercise. [4 Marks]
2. An organization can adopt a good coding system to be used in all functional areas in the organization. Name FOUR types of coding system that an organization can adopt. [4 Marks]
3. Identification and coding of materials is an exercise that requires accuracy and understanding of the codes used. Explain TWO reasons why every staff member of an organization should be informed of the exercise. [4 Marks]
4. A new company is setting up its operations in a busy town. Its warehouse department is grappling with material identification and coding exercise. List FOUR challenges that come with coding of materials. [4 Marks]
5. There are several types of stock location systems that can be in a storehouse. List FOUR types of stock location systems that a firm can adopt. [4 Marks]
6. Store vocabulary is used to capture data of items in the storehouse. However, not all materials are captured. Name TWO types of items that are not included in the store's vocabulary. [2 Marks]
7. Imani Company is planning to use coding to track its materials. What FOUR fundamental qualities should their coding system possess? [4 Marks]
8. There are various stages of coding process. Each stage requires performance of specific tasks. Name THREE stages of a coding process. [3 Marks]
9. To successfully manage stores, goods need to be codified properly so that they cannot only be accounted for, but also located for easy retrieval. Explain TWO reasons why users of stores should be familiar with the codification system used. [4 Marks]

10. Identification and coding of inventory requires that classification is correctly done to avoid confusion. List FOUR types of inventories that could be subjected to classification before the coding exercise is done. [4 Marks]

11. For a code to be authentic, it must fulfill certain characteristics. Name THREE characteristics of a code used for material identification. [3 Marks]



**SECTION B (60 MARKS)**

***Answer QUESTION 12 and ANY other two questions.***

12. Read the following case and answer the questions that follow

***Materials' Classification & Coding***

Mr. Kamodi is offering a tutorial on *Identification and Coding of Good* to a group of warehousing staff drawn from different organizations. When handling the topic on categorization/classification of goods, a heated debate ensued on whether the categories or classes of goods should be based on the types of inventories or nature and sources of supply. One group of trainees argued that when goods are categorized under inventory types, it is efficient to codify and one can easily understand the meaning of various codes since the initial letters or numbers denote the generic class under which the items belong. Moreover, the placement of the codified goods in different stock locations is made easy, hence efficiency of stock movement is achieved. On the other hand, the opposing group argued that classifying goods by their nature such as hazardous, perishables, fragile etc. ensures efficiency since materials with the same characteristics, in terms of handling, are grouped together for ease of identification. This debate dragged for hours with either group turning it into a philosophical context. **Required**

a) Assume the position of Mr. Kamodi and use FIVE reasons to argue for the correct position of classification of materials before codification. [10 Marks]

b) *Identification and Codification* tutorials cannot be complete without the mention of technology use in stock codification. Outline FIVE ways in which advanced technology can enhance the coding exercise of an organization.

[10 Marks]

13.

a) Stock location system is crucial for stock management in a storehouse. Explain FIVE importance of an efficient stock location system. [10 Marks]

b) A good coding system offers several advantages to an organization. Discuss FIVE advantages that can accrue from a good coding system. [10 Marks]

14.

- a) JJ Ltd. intend to implement the coding of materials as advised by the storekeeping department. Outline FIVE factors to consider when coding materials. [10 Marks]
- b) Bar coding is a system that is used to present data in the form of lines and spaces. Describe FIVE benefits of bar coding. [10 Marks]

15.

- a) Coding systems can be used in many fields, including education, computing, and communication. Explain FIVE key features of a good coding system. [10 Marks]
- b) In order to identify the items correctly and logically for processing transactions, a codification system should be involved. Discuss FIVE objectives of codification. [10 Marks]