

041605T4STO

STOREKEEPER LEVEL 5

BUS/OS/SK/CR/03/5/B

Manage Storage of 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 **THIRTEEN** (13) 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 the questions in this section.

1. Organizations use stores layout to optimize space. List THREE types of stores layout that an organization can use. [4 Marks]
2. Managing storage of goods can be made efficient with proper specification. Explain the meaning of material specification. [2 Marks]
3. You have been appointed as a storekeeper of The Jeffry's Retail Store. State FOUR types of stock levels that you need to be knowledgeable about. [4 Marks]
4. In order to meet the desired standards of quality, an organization should control the quality of its tools through inspection. List THREE quality control tools that can be used in this process. [3 Marks]
5. Comboni PLC is in the process of maintaining stores records. State FOUR ways of enhancing stock recording in a
6. Supply risks can compromise the efficient operations of a warehouse. Explain TWO types of risk mitigation strategies. [4 Marks]
7. 4BBR Construction Company has been approached by one of its clients who requires a new store to be constructed. As an expert in designing storehouses, list THREE factors that 4BBR should consider when designing of a storehouse for its client. [3 Marks]
8. Inventory refers to the all types of materials/goods that an organization maintains to assist in the running of organizational operations. State THREE categories of inventory managed by an organization. [3 Marks]
9. When it comes to paper-based store documents there are several strategies used to handle various security risks involved. State THREE types of security strategies for paper-based store records. [3 Marks]

10. Storehouses are faced a range of security threats that come from different angles. List THREE types of security threats that are likely to be experienced in a storehouse. [3 Marks]

11. When designing a stores layout, the organization should consider various features to put in place. Name four features of a good store's layout. [4 Marks]

12. Documentation is required when managing stored goods for efficiency of stores operations. State THREE documents that are used in the recording of items in a store. [3 Marks]

SECTION B (60 MARKS)

Answer QUESTION 13 and any other TWO questions.

13. Read the following case and answer the questions that follow:

Cento Inc. & Oneitis Consultants

Cento Inc. outsources its warehousing operations to *Oneitis Consultants* whose expertise in matters warehousing is unmatched regionally. It has the best and a highly skilled pool of warehousing staff as well as sophisticated materials handling equipment to boot. It has always been *Cento Inc.*'s management strategy to outsource this function especially given that it deals with medical equipment that requires specialized knowledge to operate, service and repair. Therefore, most of the organization's staff is ever in the field either repairing or servicing the machines or even training the would-be users of the machines. Therefore, outsourcing strategy for managing the warehousing operations was deemed as the most viable management option. *Oneitis Consultants* has been managing its client's warehousing operations by the book and as a result, *Cento Inc.* has bloomed and made a name for itself in the industry. It has become very efficient in handling orders for repair and maintenance; always sticking to *Consultants*, from planning to designing the system; implementing and controlling of its activities.

Required:

- a) Discuss FIVE benefits of tight quality control provided by *Oneitis Consultants* to both organizations. [10 Marks]

- b) *Cento Inc.* and *Oneitis Consultants* are succeeding in their respective industries because carrying/holding inventory has accorded them smooth operations. However, there are costs involved in carrying inventory. Describe FIVE of these costs. [10 Marks]

14.

- a) Jitume Corporation has a repository of materials in their storehouse and stockyard to use when need arises. Explain FIVE reasons that makes the organization to hold stock.

[10 Marks]

- b) When setting stock levels, several factors must be considered to ensure proper inventory management practice. Discuss FIVE factors to be considered when setting optimal stock levels.

[10 Marks]

15.

- a) XYZ Limited has adopted computerized recording system. Explain FIVE benefits it is likely to derive from this decision.

[10 Marks]

- b) *Mukhombero Limited* has incurred a lot of losses in its stores for the past one year. Describe FIVE measures that it can take to mitigate against the various stores risks experienced.

[10 Marks]

16.

- a) Preparation of specification is a fundamental step that enables a comprehensive understanding of the nature of ~~the nature of~~ Discuss FIVE features of a good specification.

[10 Marks]

- b) Inventory records are essential in the management of stored goods. There are several documents that are involved in the management operations of stores activities. Explain FIVE reasons for maintaining accurate inventory records.

[10 Marks]