

Stores Maintenance - General Guide

Guide for the permanent upkeep and improvement of the stores area

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Golden Rules

These rules have been implemented to prevent the stores returning to the same state it had got to in 2021. Many decades of neglect had led to an impossible to manage situation where stock was lost. The goal is to allow anyone of any ability, with a few minutes' training, to be able to locate or count any given part.

Spare Bin Storage

An area has been assigned for spare stock bins - please use it to keep organised

Location, Location, Location

- Every stocked part needs a location
- This location needs to be in the database
- Each shelf location needs a label
- If a part is moved, UPDATE THE LOCATION IN THE DATABASE!

Part Number Ordering on Shelf

To make the picking process quicker, try to order the part numbers on the shelf from top to bottom, left to right. This may not be practically possible in some situations, but should be done where possible

One Part One Box

- Each part number should occupy one space. NEVER share a box between two parts

Stacking Same Bin Types



- Think Lego. Only stack boxes of the same type / manufacturer
- If the box is not the same type, take the time to swap it for one that is.



- The black bins are useless - change for other types that do stack correctly

Clear Labelling

- Each row of shelves has its own label station with a bundle of all unused stock labels. If the part you are trying to store does not exist yet, use a new label.
- If the label does not exist, write a clear temporary one out and use the reporting process to get a new one printed
- Always take the time to Log the new (or an incorrect) `location` in the database - this is VERY important

Instructions Inside Bin

If there are special instructions or snippets of information that need to be remembered, write these on a piece of paper and put this in the storage bin

Examples would be:

- Always pick part xxxx with this part
- Always send fasteners xxxx with this part
- Check handing of the machine

No Wedging, No Overflow

If a bin will start overflowing by restocking with parts, USE A BIGGER BIN!

Processes / Specifications

Stuga Zone Layout

Updating the location in database

Inserting an existing part amongst others
Brand New Stock Item
Barcode Scanning Multiple Bin Locations
Printing Znnnn Shelf Labels
Shelf Label Specification
Guidelines for outsize storage types