

5.1 DETAIL SYLLABUS OF BASIC TRAINING

5.1.1 DETAIL SYLLABUS OF TRADE THEORY AND PRACTICAL

Block –I

Basic Training Syllabus for Store Keeper

Sl.No.	Trade Practical	Trade Theory
1	<p>Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration Knowledge use of personal safety, general safety & electrical safety.</p>	<p>Safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical /soft form</p> <p>Environmental Hazards: Safety precautions related to Chemicals and other petroleum products storage. Knowledge on fire extinguishers</p>
2	<p>Application of First Aid and firefighting equipment.</p> <p>Used of security Measures of storehouse, procedure of custody of keys.</p>	<p>Knowledge about first aids & firefighting equipments. Knowledge about causes of fire at store, and precaution against fire.</p>
3	<p>Practical about stores, receipts and issues of materials to the users</p>	<p>Knowledge about objectives, Importance, Functions and Essentials of good store keeping Understanding of Purchase requisition, Schedule of quotations, Purchase Order, Goods Received note, Goods Inspection Report, Goods returned Note, Materials Debit Note, invoice, invoice stamp</p>
4	<p>Working procedure about whom he is reporting in Organization & practice on maintenance of records.</p>	<p>Knowledge about duties, responsibilities & qualities of a good storekeeper</p>

5	Worked on store location, Stores Layout & its basic factors.	Principles of store location & method of store location. Knowledge about Stores Layout & its basic factors Location & layout, types of storehouse, Security measures-security of building store and stock yards, movement of men, marking the stores, Statutory regulations.
6	Working procedure on stores like main store and sub - store to stack required material.	Knowledge about type of stores - Raw materialstore, tool store, general store, packaging store, maintenance & repair store, finish goods & scrap material store Centralized andDecentralized Stores and its Advantages and Disadvantages.
7	Practice on need & methods of marking of stores items.	Knowledge about meaning, need & methods of marking of stores items Importance of material handling, materials handling equipment, types of equipment-hand and power-driven, cost factor in selection of materials handling equipment. Maintenance & care of equipment.
8	Practice on stacking of all Stock Materials and precautions about spoiling of the stores.	Knowledge about characteristics of storagematerials & methods of storing.
9	Precaution & care of stores materials.	Knowledge about Store hygiene and its case.
10	Practice of identifying the materials as per coding system.	Knowledge of material coding, simplification, standardization and ABC classification of store
11	Practice on procedure of receipt of Materials.	Knowledge about sources of receipt ofmaterials & procedure of receipt of materials

12	Practice on packing, its types & objectives.	Knowledge about objective & importance of packaging and its types
13	Work on Dispatch, Inspection, store ledger. Binning, placing & Indexing of Materials.	Knowledge about dispatch, inspection & recording procedure of stores Meaning, functions, objectives and importance of storekeeping and its relationship with purchasing, storekeeping and its benefits. Position and role of a storekeeper, qualifications, duties and responsibilities.
14	Work on issue procedure of Materials.	Knowledge about issue procedure of materials.
15	Application and Practice of Material Receipt Book, Daily Receipt Voucher, Damage, Shortage, Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card, Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note, Stock Day	Knowledge about: Material Receipt Book, Daily Receipt Voucher, Damage, Shortage, Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card, Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note, Stock Day
16	Familiarization with laptop/desktop Computers. Identifying and handling of different types of Pen Drives and CDs/ DVDs (Latest removable storage devices). Understanding the keys and their functions in keyboard. Practicing mouse.	Basic definition of computer, features and applications. Knowledge about computers operating system (Store keeping software). File management through Window explorer.

17	<p>Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time. Moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows starting an application and closing application. File management through Windows Explorer - select files and directories, copy, move, delete files/directories. Expand compressed directories and files. Open and manage multiple director windows. View and sort files. Creating and renaming files/directories. Disk operation using file manager.</p>	<p>MS Windows – different versions, advantages and applications of windows. Starting windows and their operations.</p>
18	<p><u>Understanding concepts of Material Management</u> Accounting of material in Transit (MIT) stock verification Preparing of various reports from Drilling sites/ installation Understanding Procedure To check correctness of material based on purchase order, invoice, inspection reports, training on raising Goods Receipt Voucher (GRV).</p>	<p>Understanding stock taking sheet /procedures. Understanding of Bins/Locations for materials Process of issue of items to user after checking the valuation type, material code and plant code etc. Preparation of Purchase orders ; contracts and Understanding Purchase orders / contract</p>