

# Singapore Institute of Materials Management

## CERTIFICATE IN INVENTORY CONTROL OPERATIONS (ICO)

### ☐ **Course Objectives**

To help participants achieve better understanding of the production control function to the total organisation. To help the warehouse executives to contribute towards the efficiency, productivity and profitability of the organisation. To upgrade the technical skills of planners and warehouse executives.

### ☐ **Who Should Attend**

Warehouse executives, storekeepers, inventory control planner, production planner, expeditors, freight forwarders, shipping executives, buyers, supervisory executives in warehouse and distribution function.

### ☐ **Entry Requirement**

Participants should complete secondary education. Those who do not meet the entry requirement may be considered on a case-by-case basis.

### ☐ **ICO Program Coverage**

The ICO course consists of 11 sessions, total 40 training delivery hours.

#### **Session 1**

- Types of Inventory Control and inventory Systems
- Kanban System

#### **Session 2**

- Identification of inventory record
- Maintenance of inventory record

#### **Session 3**

- Storeroom location
- Types of equipment used in warehouse

#### **Session 4**

- Shipping terms: FOB, CIF, FAS
- Modes of transportation: Air, Sea, Rail, Courier, Containers

#### **Session 5**

- Expediting, tracing, losing, damage of shipment procedures
- Techniques to reduce warehouse cost, such as packaging costs

#### **Session 6**

- Techniques to reduce freight charges, such as standardization of pallets
- Warehouse working relationship with production, purchasing and marketing

#### **Session 7**

- Importance of inventory control management
- ABC analysis for computerised storage control with case study

### Session 8

- EOQ theory and calculations
- Lead time, buffer/safety stocks and various methods of ordering
- Cycle counting procedures

### Session 9

- MRP concepts and requirements
- Kanban systems
- JIT concepts in inventory management systems

### Session 10

- Identification of rejected damaged and obsolete parts
- Cost implication of space consolidation in the warehouse

### Session 11: Test

#### **Award of Certificate**

To achieve the award of Certificate in Inventory Control Operations, candidates must submit all assignments and pass the examination with a total score of 50 or higher, and attend at least 75% of the sessions. **Student will also be awarded a [Certificate in Inventory Control Operations](#)**

Note: only the top 5% of the whole cohort will be awarded exam grade 'Distinction'

#### **Administrative Details**

Course Duration: 40 Hours (11 Sessions) every Tues and Thur evenings

Course Fee: \$650.00

**Application Fee: \$80.00, non-transferable and non-refundable**

Membership: Participants must be members of SIMM

#### **Individual Membership Fee :**

Entrance Fee :**S\$ 50.00**

Annual Subscription Fee:

**S\$ 36.00 (January to December)**

**S\$ 18.00 (July to December)**

Membership annual subscription are payable in advance on admission and thereafter annually on the 1<sup>st</sup> January each year but not later than 31<sup>st</sup> March each year. New members who joined after 1<sup>st</sup> July will pay half the subscription rate for the year.

Registration: On a first-come-first-served basis. Reservations made by telephone or telefax will only be confirmed upon receipt of registration form and fee.

Registration Deadline: 2 weeks before course commences

Training Venue: SIMM @ 9 Ah Hood Road EASB Building Singapore 329975

#### **Payment of Fees**

Payment must be made 2 weeks before course commencement date. Cheque must be crossed and made payable to "Singapore Institute of Materials Management" with the title of the course and name of the participant(s) written on the back of the cheque.

❑ ***Refund of Fees***

Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment.

❑ ***Cancellation***

SIMM reserves the right to cancel/postpone the course due to unforeseen circumstances

❑ ***Enquiries***

For more information, please contact SIMM:

Person in-charge: Francis Er  
Tel: (65) 6653 1233 Ext. 123

**Corporate Office:**

9 Ah Hood Road #04-06 EASB Building Singapore 329975

Tel: (65) 6653 1233

Email: [info@simm.org.sg](mailto:info@simm.org.sg) Website: [www.simm.org.sg](http://www.simm.org.sg)