Public Sector Management · PM404

Warehouse & Inventory Control for Projects

Duration	Category	Ref
1 Week	**Public Sector Management**	**PM404**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Warehouse and Inventory Control in project environments—especially EPC, construction, oil & gas, and industrial projects—plays a critical role in ensuring timely availability, accurate tracking, and proper handling of materials throughout the project lifecycle.

This course provides participants with a structured understanding of warehouse operations and inventory management within project-based environments. It covers material receiving, storage, stock control, documentation flow, inventory accuracy, and coordination with procurement and project teams.

The focus is on building strong conceptual knowledge of how warehouse and inventory systems support project execution efficiency, cost control, and timely delivery of materials.

Course Objectives

By the end of this course, participants will be able to:

- Understand warehouse operations in project environments
- Recognise inventory control principles and systems
- Understand material receiving, storage, and issuing processes
- Learn how inventory accuracy is maintained in projects
- Understand documentation flow in warehouse operations
- Identify stock management techniques and controls
- Understand coordination between warehouse, procurement, and site teams
- Recognise common inventory risks and control measures
- Understand material tracking and reporting systems
- Gain awareness of best practices in warehouse management

Organisational Impact

This course helps organisations to:

- Improve material tracking and inventory accuracy
- Reduce material losses, shortages, and discrepancies
- Enhance warehouse efficiency and control

- Strengthen coordination between departments
- Improve project material availability and flow
- Reduce delays caused by material mismanagement
- Enhance documentation and reporting quality
- Support better cost control in projects
- Improve audit readiness and compliance
- Strengthen supply chain visibility

Personal Impact

Participants will:

- Gain strong understanding of warehouse operations
- Improve knowledge of inventory control systems
- Enhance coordination and communication skills
- Understand material flow in project environments
- Develop awareness of documentation requirements
- Strengthen problem-solving in inventory issues
- Improve professional capability in logistics environments
- Increase career opportunities in warehouse & material roles
- Gain confidence in handling project materials
- Understand industry best practices

Target Audience

- Warehouse Supervisors & Coordinators
- Inventory Controllers
- Material Coordinators
- Project Coordinators
- Procurement & Logistics Staff
- Site Engineers involved in materials
- Storekeepers
- EPC / Construction Project Staff
- Supply Chain Personnel
- Operations Support Staff

Course Outline

Day 1

Introduction to Warehouse & Inventory Systems

- Overview of warehouse management in projects
- Role of inventory control in EPC/construction projects
- Types of warehouses (central, site, vendor, temporary)
- Material flow in project environments
- Key warehouse functions and responsibilities
- Introduction to inventory control concepts
- Importance of accuracy and traceability

Day 2

Material Receiving & Storage Management

- Goods receiving process (GRN concept)
- Inspection and verification of incoming materials
- PO matching and documentation checks
- Material identification and labelling systems
- Storage principles and classification of materials
- Storage conditions and handling requirements
- Warehouse layout and organisation basics

Day 3

Inventory Control Systems & Stock Management

- Inventory classification (A-B-C analysis)
- Stock levels: minimum, maximum, reorder levels
- Inventory tracking methods
- Cycle counting and physical inventory checks
- Stock discrepancies and adjustments
- Inventory accuracy control methods
- Common inventory issues in projects

Day 4

Material Issuing, Logistics & Documentation

- Material issuing procedures to site/project teams
- Return and surplus material handling
- Internal transfer of materials
- Logistics coordination and delivery tracking
- Warehouse documentation flow (GRN, MR, issue notes, etc.)
- Reporting systems in warehouse operations
- Coordination with procurement and site teams

Day 5

Warehouse Performance, Risks & Best Practices

- Warehouse KPIs (accuracy, turnover, efficiency)
- Inventory risks and control measures
- Loss prevention and damage control
- Safety practices in warehouse operations
- Audit and compliance requirements
- Digital systems (ERP / SAP overview) in inventory control
- Best practices in warehouse management

Ask us for a date for this course

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