

## MRO Storeroom Best Practices

### Course Overview

The sole purpose of a MRO Storeroom is *Risk Mitigation*. Maintenance organizations need the right material, in the proper quantity, at the right time that ensures assets are running at optimum levels and condition. If these basic conditions are not met, your maintenance effort will be ineffective. A typical storeroom has 7%-12% part duplication. 58% of the inventory has not been touched in over three years. Of the remaining 42% that is considered “active”, 60% of that inventory is overstocked! This clearly is a very costly practice. A MRO storeroom is a business within a business that’s expected to have items available to maintain operating assets. This course is developed to meet any organizations goals and objectives by assuring the right materials are available at the right time by the most cost effective means. This is achieved through strategic practices and tactical processes.

**MRO Storeroom Management** is a 3 day training course designed to assist MRO Storeroom Operations with achieving maximum efficiency and effectiveness. Attendees will learn new methods and techniques to gain an understanding of best practices for well-organized Materials Management.

Attendees will benefit from our interactive and adult learning techniques, while also receiving a firsthand understanding at developing a world class storeroom operation. Regardless of your level of expertise, this course will provide you with the framework and tools to develop and deploy a best in class MRO Program and take full advantage of the best practices and strengths of your organization.

### Learning Objectives

- **Discuss** the materials management challenges that organizations are facing
- **Identify** the key elements of materials management
- **Discuss** how Materials Management supports the overall goals & objectives for maintenance reliability
- **Discover** the characteristics and steps involved in effective materials management processes
- **Describe** the basic steps involved in implementing effective Inventory Control best practices
- **Identify** contributors to total cost of materials
- **Practice** techniques to manage inventory investment
- **Understand** the standard set of basic materials management key performance indicators
- **Develop** an inventory/investment management processes Action Plan

### Who Should Attend

- Storeroom Manager
- Maintenance Planners
- Storeroom Supervisors
- MRO Storeroom Attendants
- Maintenance Supervisors
- Operations Supervisors
- Purchasing Managers
- Purchasing Supervisors
- Accounting Personnel
- Plant Management

#### Industries:

- Oil & Gas
- Manufacturing
- Petrochemical & Chemical
- Pharma
- Power & Utilities
- Food & Beverage

#### Course Outline (Day 1- Day 3)

##### Welcome & Introduction

- Pre-Assessment Questions
- Meet & Greet
- Introduction

##### Chapter 1 – Introduction to Materials Management

- MRO Defined
- Current State
  - ✓ Group discussion on individual pain points
- Proactive vs. Reactive Maintenance
- Proactive Work Management Process
- Future State
- **Exercise – Break out into teams to list ideal future state**

##### Chapter 2 – Materials Management Overview

- Equipment Bills of Material
- What is a process
- What's the difference between Work Process & Best Practice
- Storeroom Conditions for Success
- **Exercise – Breakout Session – Discuss the four success conditions and opportunities for improvement**

##### Chapter 3 – Storeroom Tactical Processes

- 15 Tactical Processes of Storeroom Management
  - ✓ New Item Set-up
  - ✓ ABC Classifications
  - ✓ Cycle Counting
  - ✓ Obsolescence
  - ✓ Staging/Kitting
  - ✓ Purchasing
  - ✓ Lay-up Program
- **Exercise –**
  - ✓ **Cycle Count Accuracy KPI's**
  - ✓ **ABC Analysis**

#### **Chapter 4 – Strategic Practices for storeroom operations**

- 9 Strategic Best Practices
  - ✓ Data Scrubbing – Master Data
  - ✓ Critical Spares Evaluation
  - ✓ VMI/Consignment
  - ✓ ROP/EOQ/OOR/Min/Max
  - ✓ Budgeting
  - ✓ Materials disposition
  - ✓ Parts Standardization
  - ✓ Salvage
  - ✓ Problem Solving
- **Exercise – Breakout Session - Identify three processes/practices that can be improved immediately at site**

#### **Chapter 5 – MRO Storeroom’s Mission**

- Warehousing Best Practices
- Acquisition
- Control
- Movement
- **Exercise – MRO Storeroom Self-Audit**

#### **Chapter 6 – Lean Concepts**

- 5S
  - ✓ Sort
  - ✓ Set in Order
  - ✓ Shine
  - ✓ Standardize
  - ✓ Sustain
- Kaisen Events
- Just in Time (JIT)
- Gemba
- MRO Vending Machines
- **Exercise – Break out session to discuss what Lean concepts can be done immediately at site**

#### **Chapter 7 – Storeroom Layout**

- Physical Layout
- Bar-coding
- RFID
- Security
- Staging Area
- Satellite Stores / Operations
- **Exercise – Make recommendations for layout improvements**

#### **Chapter 8 – Key Performance Indicators**

- KPI and Measures overview
- Action Plans
- **Exercise – Develop individual improvement plans**



### **Wrap Up**

- Course Review
- Post Assessment Questions
- Evaluations

### **Course Format**

This course will be held in a highly interactive workshop format with case studies and real-world examples. The material has been designed using Adult Learning Methodology that believes the ideal ratio for optimum learning and retention is 60%/40%:

60% - blended combination of discussion, practical exercises, simulations, & case studies

40% - material/slides

Participants will engage in interactive exercises and discussions throughout the course to ensure the material is not only taught, but can also be applied. Limited class size (15-20 participants) is enforced to enhance individual learning experiences and interaction with the instructor and other participants.

### **Course Material**

All participants will receive a soft copy of the course material.

### **Pre & Post Course Assessments**

Each participant will complete a pre-course assessment to gauge their current levels of knowledge and experience. At the conclusion of the course, participants will then complete a post-course assessment to ensure the material was presented effectively.