



WAREHOUSE PROCESS IMPROVEMENT AND COST REDUCTION OPPORTUNITY ASSESSMENT

Client O/N	Time Table of Activities				
Day 1	Day 2	Day 3	Day 4 & 5	1 Day	
<p>CURRENT CONDITION 9:00 am - Introduction Session - 20 mins Management Group.</p> <p>9:30 am – Customer Services: - 120 mins Function Overview Customer Ordering Methods Lead-Times Order Entry Process Order Acknowledgements Process Filing and Associated Admin Complaints & Claims POD Processes & Procedures POD Retrievals EDI/Web/ Email communications</p> <p>11:30 am – SCLC Ltd - 60 mins Data Consolidation</p> <p>1:00 pm - Materials Planning -120 mins Function Overview Data accuracy ERP Planning methods Planning the Floor Process Loading Tolerances Feed back methods from the floor Urgent Shipments handling Raw materials & WIP Control</p> <p>3:00 pm - Purchasing & Supplies - 90 mins Function Overview Getting the Net Requirements Printed Purchases Consumables Purchases Blanket Ordering / Spot Ordering Supplier Schedules Expediting of Supplies Goods Inwards Expectations Electronic Supplier Ordering Methods Supplier OTIF & Quality Issues.</p> <p>4:30 pm - SCLC Ltd - 30 mins Data Consolidation</p> <p>5:00 pm</p>	<p>CURRENT CONDITION 9:00 am – Warehouse Areas Session - 210 mins Function Overview Warehouse Layouts MHE OA / Suitability Inbound & Outbound Flows Good inwards Physical Goods Inwards - Systems Q A. - Goods Inwards Put away Use of P&D's Pick Face Management Pick Walks Pick Planning & Scheduling Pick List Generation and Execution Pick Confirmations on the system Wrong items picked issues. Labelling of products Additional Packaging Palletisation Inventory Management and P.I. Counting.</p> <p>12:30 pm – SCLC Ltd - 60 mins Data Consolidation</p> <p>1:30 pm Distribution & Transport - 60 mins Function Overview Staging & Cross Docking Vehicle Loading & Timings Transport Planning Vehicle Load Practices Driver Delivery Notes Use of Vehicle Load Plans POD Procedures & Data Captured.</p> <p>2:30 pm– SCLC Ltd - 60 mins Data Consolidation Testing of Understandings if needed Process revisits if needed Data Files completion from processes</p> <p>5:00 pm - SCLC Ltd - 60 mins Data Consolidation</p>	<p>COMPLETE THE CURRENT CONDITION 9:00 am Warehouse Layout Materials Flows Equipment Storage Types & Controls</p> <p>Document:- The current layouts, Measurements, and storage capacities.</p> <p>Document the new requirements for: Current Layouts. Company Segregation of stock. Racking Configurations. Fixed locations and Dynamics locations. Mezzanine Floors and Layouts. Goods Inwards Stored Goods Goods Outwards Block Storage Areas Storage Location Pick Walks Health & Safety Requirements MHE Equipment Requirements</p> <p>1:30 pm– SCLC Ltd - 60 mins Data Consolidation Testing of Understandings if needed Process revisits if needed Data Files completion from current Processes</p> <p>3:30 pm Short Management Close Out Session Preliminary Findings</p> <p>5:00 pm - SCLC Ltd - 60 mins Data Consolidation</p>	<p>Target Condition Solutions Design Work</p> <p>Floor Layouts Racking Layouts Mezzanine Floors Racking and Storage Media M H Equipment. Materials Flows People Processes Service Levels Inventory Management Purchasing Goods Inwards Quality Put away Picking & Marshalling Good Outwards Shipping WMS & I.T. Systems Transportation - Logistics Warehouse Administration Processes Process to Process Connections, Verbal, Oral, Electronic - Flow Paths.</p> <p>Supply Chain Review Project Website Link</p> <p>This work will be carried from a mixture of onsite working and detailing work from our offices in Congleton, Cheshire.</p>	<p>Management Feed Back Meeting.</p> <p>10:00 am - 12 Noon Senior Management Session</p> <p>12:00 -13:00 hrs Discussion.</p> <p>13:30 – 15:30 hrs Supervisors Session.</p> <p>15:30- 16:00 hrs – Senior Management Wrap Up Session Next Steps.</p>	