



Training Seminars & Conferences




An Intensive 5-Day Training Seminar On

Material Cataloguing, Specifications and Storage Planning

22 - 26 Dec 2019, Dubai
05 - 09 Jul 2020, Dubai
20 - 24 Dec 2020, Dubai



 View Details

Material Cataloguing, Specifications and Storage Planning

INTRODUCTION

This unique Material Cataloguing, Specifications & Storage Planning training course is aimed at assisting delegates to develop skills and competence on how to establish and maintain a comprehensive materials and product catalogue to support business and operations covering all operational, maintenance and supporting activities. Skill set on how to ensure timely supply and services of the right products from the right sources will also be covered. Understanding and confidently provide standard product specification in line with approved standards such as API, ASTM, BS, JIS, DIN and other renowned standards.

Delegates would be able to equip themselves on how to categorize and integrate master product catalogue into User's Parts list of equipment/plant and machineries including production, maintenance and construction materials list. This EuroMaTech training course will also provide delegates on how to effectively maintain records related to products, standards, specifications and certifications to ensure prompt provision of information including statistics and exercises related to master catalogue.

PROGRAMME OBJECTIVES

- To review, analyse and classify the stock (*inventory*) line items for its adequacy and completeness of specification, catalogue group, validity, compliance and its linkage of the user's requirement.
- Know how to gather and assemble data of non-stock materials (*direct purchase materials*) from various user divisions / departments
- Able to classify and assign appropriate product group and to integrate with master product catalogue
- To understand how to develop unique product / catalogue identification code / part identifications for all products and services in line with International accepted cataloguing system and procedure to ensure technical and commercial integrity of the product and equipment
- Ability to use Configuration Management Systems
- To appraise standard technical specification, acceptable quality standards and in compliance with global Health, Safety, Environment and Quality Management systems
- Know how to assign storage and handling procedure based on the manufacturer's guidelines

WHO SHOULD ATTEND?

- Any Professionals from the Procurement and Purchasing Department / Team
- Cataloguing Engineers
- Materials Engineers
- Configuration Professionals / Engineers / Specialists
- Material Planners / Equipment and Storage Specialists
- Requirements Specialists / Executives

TRAINING METHODOLOGY

This Material Cataloguing, Specifications & Storage Planning training course will be delivered by number of short and long class exercises, team working and presentation, video, situation-based case studies, work-based problem solving, awareness of various Materials Management Systems and Configuration Management Systems.

PROGRAMME SUMMARY

This EuroMaTech training course will review and analyse in depth the Materials Cataloguing, Specification and Storage Planning with sound knowledge of International Standards such as API, ASTM, ANSI, BS, EC, JIS, DIN, SOLAS, DOT and IMDG. Delegates will be equipped with state of art Materials Management System processes and procedures. Participants will also be able to review and process generalization of proprietary materials in order to reduce inventory and storage cost and to provide technical and commercial support on materials specification and catalogue references. Delegates will be better equipped in terms of providing meaningful and effective suggestions for enhancement of Materials Management System. Participants will know how to control, monitor and supervise catalogue review and contribute effectively in clean up data (*configuration management of data*) in the Material Management Systems.

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

PROGRAM OUTLINE

DAY 01

Essentials of Material Cataloguing, Specifications & Storage Planning

- What is a Material Catalogue?
- The Process for Creating a 'Catalogue'
- Deciding what to catalogue
- How to catalogue materials
 - » Author information
 - » Title information
 - » Series information
 - » Production details
 - » Place of Production
 - » Illustrations
 - » Notes
- Identify Material for Cataloguing
- Submit Request, Review and Catalogue Item

DAY 02

Technical Integrity of the Materials Cataloguing & Storage Planning

- Catalogue Coding Standards
- Maintaining the Materials Catalogue
- Reviewing materials catalogue to ensure it is in the specified templates / format
- Configuration Management Issues, Problems and Challenges and how to rectify
- How to monitor and Control the Grouping
- Coding and Linking related to technical documents, plans, bills and drawings
- Approved Standards of Items, Materials, Products and Equipment
- Change Management System dealing with change request
- How to ensure completeness of equipment and materials data in the Materials Management System

DAY 03

Commercial Integrity of the Materials Cataloguing & Storage Planning

- Payment approval process - Supervision and checks of suppliers / vendors invoices
- Commercial Configuration process to improve interchangeability and deliverability
- Physical verification process, onsite visits in coordination with Inventory Control, Warehouse Operations and User's requirements.
- Dealing with replicated and duplicated items
- Review and coordinate with vendors and manufacturers on materials and equipment specifications following queries raised during procurement and purchase
- Analysis, evaluation and coordination with Users and Inventory Control for acceptance and ensure system updates of new requirements, change request and purchase datasets

DAY 04

Enhancing Materials Catalogue Management and Optimum Storage Planning

- How to deal with Obsolete and Substitute Offers
- Coordinating the collection of relevant data, service, location details, part list and drawing of Obsolete Equipment and Parts
- Potential Issues, Problems and Challenges of Obsolete and Substitute Materials and Equipment
- Gaining acceptance of substitute materials specifications for the introduction of new products
- Version control and monitoring of items of obsolete and substitute materials & equipment

DAY 05

Materials & Storage Standards and Specifications

- Alternative Specification and Alternative Sources with acceptable material specification
- Multisource approaches to reduce monopoly by single source supplier (achieving economies of scale)
- Coordination with end-users, technical departments and manufacturers to facilitate in identifying all hazardous substances
- Modification of buying description to comply with the relevant safety standards, clauses and codes of practices in accordance with the International Safety Regulations (*IMDG, SOLAS, DOT*)
- Supervision, control and monitoring of Materials Safety Data Sheets for all Hazardous Materials

QUALITY CERTIFICATIONS & ACCREDITATIONS



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Material Cataloguing, Specifications and Storage Planning

✓	Date	Venue	Fee(\$)
	22 - 26 Dec 2019	Dubai	US\$4,950
	05 - 09 Jul 2020	Dubai	US\$4,950
	20 - 24 Dec 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

Contact Us:

U.K. Office:

109 Mount Pleasant
 Liverpool L3 5TF, United Kingdom
 Telephone: +44 151 709 7100
 Fax: +44 151 709 7181

Middle East Office:

P.O. Box 74693
 Dubai, United Arab Emirates
 Telephone: +971 4 4571 800
 Fax: +971 4 4571 801

Email Address:

info@euromatech.ae

Website:

www.euromatech.com



Training Seminars & Conferences