INTERVIEW SCHEDULE

MATERIALS MANAGEMENT IN TEXTILE MILLS
IN COIMBATORE DISTRICT
WITH REFERENCE TO STORES MANAGEMENT

1. Name of the organisation   :

2. Type of organisation   : Private / Public / Joint / Others

3. Capacity of the Mill  : Licensed / Installed / Utilised

4. Do you have a stores Department - Yes / No

5. If Yes, Is the purchase function and the stores function independent - Yes / No

6. Who is incharge of purchasing :

   Raw Materials   - M.D / V.P / DGM (P) / Purchase Officer

   Capital equipments - M.D / V.P / Tech Mgr / Tech Off / Purchase Officer

   Spares, Tools & Consumables - Purchase Officer / Store keeper / V.P / T.M / T.O

7. Are the purchases centralised - Yes / No

8. What is the normal lead time for such purchases –

   □ 0 - 7 days   □ 8 - 14 days   □ 15 - 21 days   □ > 21 days

9. Does a delay in supply of materials affect the production - Yes / No
10. What is your policy of holding inventory of stores items in stock - To hold

- [ ] one month inventory
- [ ] two months inventory
- [ ] three months inventory
- [ ] six months inventory
- [ ] others - specify --

11. Does all items have the same inventory levels - Yes / No

If No, how do you determine the inventory levels for them.

- [ ] Consumptionwise
- [ ] Itemwise

12. Do you classify the stores item - Yes / No

If Yes, on what basis

- [ ] Departmentwise
- [ ] Itemwise
- [ ] Machinewise

13. Do you code the stores item - Yes / No

If Yes, what is the codification system used

- [ ] Alphabetic
- [ ] Numeric
- [ ] Alphanumeric

14. Do you follow any scientific procedure in controlling the stores items - Yes / No

If Yes, Can you specify the procedure followed in your organisation......

- [ ] Bin card System
- [ ] Kardex System
- [ ] Computerised System
- [ ] Others System

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15. Do the stores determine the various stock levels - Yes / No

If Yes, what are they:

- □ □ □ □
  - Minimum level
  - Maximum level
  - Re-order level
  - Others specify

16. When do you re-order for your stores items.

- □ □ □ □
  - Fixed time period
  - Reaching fixed inventory levels
  - Others specify

17. Do you have a sister concern. - Yes / No

If Yes, do you consider the stores stock of their sister concern while ordering for the group. - Yes / No

18. Do you use any of the inventory tools for controlling inventory - Yes / No

If Yes, can you say which of the following (please tick the tools used)

**ANALYSIS CLASSIFICATION**

- **ABC** - A, B, C (ANNUAL VALUE OF CONSUMPTION)
- **FSN** - FAST MOVING, SLOW MOVING, NON-MOVING ITEMS
- **HML** - HIGH PRICED, MEDIUM PRICED, LOW PRICED ITEMS
- **VED** - VITAL, ESSENTIAL, DESIRABLE ITEMS
- **SDE** - SCARCE, DIFFICULT, EASY - TO GET ITEMS
- **SOS** - SEASONAL, OFF-SEASONAL ITEMS
- **XYZ** - X,Y,Z (INVENTORY VALUE ON HAND)
- **GOLF** - GOVT., LOCAL, FOREIGN - SOURCES OF PURCHASE OF ITEMS
19. Do you have a system of record management of stores item - Yes / No
   If Yes, what is the system you follow
   □ □ □
       Manual       Computerised       Both

20. Do you have stores verification regularly to audit the stores - Yes / No
    If Yes, can you specify the time period of review
    □ □ □ □ □
       Monthly       Quarterly       Half yearly       Annually       Others

21. Have you analysed the inventory turnover of the stores - Yes / No
    If Yes, what is your analysis on stores consumption to total turnover of the mills
    □ □ □ □ □ □ □ □
       0-1.99%       2-2.99%       3-3.99%       4-4.99%       >5%

22. Do you have NON-MOVING ITEMS in stores - Yes / No
    (Non-moving items - materials not used for more than two years.)
    If Yes, How many items are there
    □ □ □ □ □ □ □ □ □ □ □
       0-50       51-150       151-300       >300

23. What are the items under non-moving category..
24. Do you identify the reasons for such non-moving items - Yes / No

If Yes, can you specify them

If No, what is the reason for not analysing

25. In order to avoid the accumulation of non-moving items do you follow any procedure to identify them Yes/No

If Yes, how

- continuous assessment
- periodical check
- Annual check
- others

26. What are the measures taken by you to avoid the non-moving items.

- Stock
- Dispose
- Reduce Ordering
- Proper planning

27. What is the amount of money blocked due to the non-moving items.

- <.25%
- 0.26-0.5%
- 0.51-0.75%
- 0.76-1.00%
- 1.00%

28. How do you dispose the non-moving items and what is the frequency of disposing.

- No Action
- Scrap/Dispose
- Used latter

29. Do the company have full-fledged maintenance team - Yes / No