Questionnaire
QUESTIONNAIRE FOR AN ELECTRICITY GENERATION STATION

1. Name of the Generation Station : 

2. Location : 

3. Date of Establishment : 

4. Date of Commencement of Production : 

5. Nearest City and Distance : 

6. No. of Units Installed and Particulars of Stages  

<table>
<thead>
<tr>
<th>Stage</th>
<th>No. of Units</th>
<th>Generating Capacity</th>
<th>Year of Commencement</th>
<th>Year of Commissioning</th>
<th>Raw material</th>
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<td>VI.</td>
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7. Organisational Structure

1. What is the organisational set up of Thermal Power Station?

   Top Management : Chief Engineer (CE)  
   Superintendent Engineer (SE)  
   Divisional Engineer (DE)  
   Accounts Wing  
   Administration Wing

   Location of Top Management

   Middle Management : DE ADE AE AAE
Location of Middle Management

Field Staff including contract Labour

a) Coal handling  
b) Boilers  
c) Generators  
d) Switch yard  
e) Ash handling  
f) Main control

8. Inventory Management

1. Are you having a separate inventory Management department?  
   Yes/No
   If Yes, state whether it comes under:
   a) Planning Department  
b) Stores Department  
c) Production Department  
d) Any other

2. Who is authorised to look after inventory management department.

3. What techniques have been employed for programming and provisioning the materials in the power station?
   a) Replenishment system  
b) Periodic review  
c) Economic Order Quantity  
d) Any other

4. What are your sources of purchases?

5. What are methods of purchasing?
   a) Open tenders  
b) Repeated orders  
c) Limited tenders  
d) Other if any


7. Indicate how often do you purchase?
8. Indicate in detail the procedure adopted for making purchases in your unit.

7. Indicate how often do you purchase?

8. Indicate in detail the problems you are experiencing in the matter purchase in your unit?

9. Has there been any agreement between the supplier of coal, specific oil and your Thermal Station regarding the quantity of coal/oil to be supplied.

10. How has been the price of coal and oil fixed?

11. Has the Thermal power station been advancing to the coal/oil supplier? Yes/No
If Yes, furnish the details.

12. If the maximum and minimum level of inventory is determined in your concern. Yes/No
If Yes, what is the basis for maximum level of inventory.

   a) Inventory purchase is the best use of funds.
   b) Storage space available
   c) price fluctuations
   d) Carrying cost of inventory (insurance, rent and interest)
   e) Supply conditions
   f) Future plan for production
   g) Any other

12. What is the basis for minimum level of inventory.

   a) Consumption of fixed period of production
   b) Consumption during procurement time.
   c) Consumption during procurement and safety stock.
   d) Any other

13. The ordering systems followed are:

   a) Fixed order quantity system - FOQ
   b) Fixed period order system
   c) Single order system
   d) A combination of fixed order quantity and fixed order system
   e) Orders according to need of the concern.
   f) Any other
14. What has been the lead time involved in the case of purchase of Coa/oil Average time taken in days/months.

Indian raw material / Foreign raw material

15. Distance from the source of raw material.


17. How are goods transported and are you facing any difficulties in transportation of supplies and goods manufactured?

18. How are the stores accounted for in your unit?

a) Explain in detail the verification procedure adopted in your unit.
b) What action is taken if stock verification shows disagreement?

19. Are you maintaining the safety stock throughout the year? Yes/No If Yes, specify the amount.

20. Are the items of inventories controlled by your concern?

a) Classification and codification
b) A-B-C (High - Medium - Low consumption in value per annum)

21. Explain the mode of payment policies for buying raw material.

22. Explain the problems if any in the procurement, storage and maintenance of inventory in your Thermal Station?

23. Whether your unit categories spare parts? Yes/No If Yes, then mode of categorization.

a) Consumable spares (like V-belts, springs, etc.)
b) Replacement of spares (like values, special bearings)
c) Insurance spares (like generators, etc.)
d) Emergence spares
e) Maintenance spares
f) Any other

24. On what basis do you categories spares and what is the methodology adopted for grouping?

25. What department takes in charge of spare parts, planning, procurement and control?

26. Are you importing spare parts? Yes/No If Yes, specify the items and value.
27. What has been the basis for estimating the spare parts requirements?

28. What is your stations policy with regard to indigenous spare fixing, minimum/maximum stock levels reordering policies?

29. On what basis you classify apart as obsolete.

30. How do you reduce the obsolescence in spare parts?

31. What procedure do you adopt for disposing off absolute spare parts?

32. Are the items of spare parts classified and codified?

   If no, what are the reasons.
   If yes, please specify the basis of classification.

   a) A B C (High-Medium - Low consumption in value per annum)
   b) V E D (Vital Essential Desirable items in terms of critically)
   c) X Y Z (Value of item in shortage)
   d) H M L (Per item cost high-medium cost-low cost)
   e) SDE (Scarce-Difficult-Easy to procure items)
   f) G-NG-L-F (Government - Non-Government - Local-Foreign)
   g) FSND (Fastmoving - Showmoving - Non-moving - Dead item on Consumption Pattern)
   h) Any other, please specify.

33) What has been lead time involved in case of spares purchases? Average time taken in days/months.

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<tr>
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<th>Indigenous spares</th>
<th>Imported spares</th>
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<td>a) From the organisation of indent to the Dispatch of order (Administrative lead time)</td>
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<td>b) From dispatching purchase order to receipt after inspection of items to stores (Procurement lead time)</td>
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34. Who are your supplier of spare parts?
35. What is the time taken to review inventory position.
   a) Daily
   b) Weekly
   c) Monthly
   d) Quarterly
   e) Yearly
   f) As and when unnecessary

36. What is the lead time for indigenous raw materials?
   a) Within a week
   b) With a month
   c) More than one month

37. Would you make emergency purchases? Yes/No
    If Yes, please state the reason.

38. Have you developed norms for consumption of raw material?

39. Is there a separate department for purchases? Yes/No
    If No, which department takes care of purchases.

40. What has been the procedure forward for making purchases?