

MAINTENANCE STORES MANAGEMENT WORKSHOP

“Optimizing Spare Parts Inventory, Storeroom Efficiency, and Maintenance Integration for Operational Excellence”

Schedule

Date	Venue	Fees (Face-to-Face)
29 – 30 Jan 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Efficient maintenance stores management is essential for minimizing downtime, reducing inventory costs, and ensuring the timely availability of spare parts. However, many storerooms suffer from disorganized layouts, obsolete stock, unclear ownership, and poor integration with maintenance planning.

This practical 2-day workshop is designed to help maintenance, warehouse, and inventory professionals implement best-in-class strategies for managing spare parts, improving storeroom operations, and aligning materials availability with maintenance execution. Participants will walk away with immediately applicable tools and techniques to drive value in their MRO inventory and stores environment.

Objectives

- By the end of this course, participants will be able to:**
- Understand the unique challenges of MRO spare parts and consumables.
 - Optimize storeroom layout, storage, and retrieval processes.
 - Improve inventory accuracy, availability, and accountability.
 - Eliminate obsolete, surplus, and duplicate items.
 - Align maintenance, planning, and stores functions for better performance.
 - Apply KPIs and audits to measure and sustain improvement.

Why Attend

- Reduce maintenance delays caused by missing or mismanaged spares.
- Eliminate clutter, waste, and excess inventory from your stores.
- Create transparency and traceability in spare parts usage.
- Improve safety, reliability, and space utilization.
- Align inventory strategy with maintenance planning, procurement, and finance.

Target Audience

This program is designed for:

- Maintenance and warehouse/store supervisors
- Inventory and spare parts controllers
- Maintenance planners and reliability engineers
- Procurement and logistics professionals
- Plant and operations managers

Individual Benefits

Key competencies that will be developed include:

- Storeroom setup and materials flow
- Inventory optimization and cost control
- Cycle counting and audit readiness
- Maintenance inventory analytics
- Cross-functional MRO integration

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher parts availability with reduced inventory value
- Improved storeroom organization and staff efficiency
- Better alignment between maintenance and materials
- Data-driven planning for inventory, procurement, and budget
- Enhanced safety and compliance in stores operations

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Practical briefings with visual examples
- Templates for storeroom mapping, cycle counting, and inventory KPIs
- Group exercises in inventory classification and layout design
- Peer discussion and field challenge reviews
- Real-world case studies and performance benchmarking

Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of MRO Stores Management

- **Module 1: Role of Maintenance Stores in Asset Reliability (07:30 - 09:30)**
 - Purpose of maintenance stores in reliability programs
 - MRO inventory vs. production inventory
 - Common storeroom issues and consequences
- **Module 2: Storeroom Layout and Design (09:45 - 11:15)**
 - Ideal layout principles for fast access and safety
 - Storage methods and materials handling equipment
 - Zoning, binning, and visual labeling systems
- **Module 3: Spare Parts Classification and Cataloguing (11:30 - 01:00)**
 - ABC, VED, FSN, and criticality classification
 - Standardizing part descriptions and avoiding duplication
 - Building Bills of Materials (BoMs) for equipment
- **Module 4: Workshop - Designing an Optimized Storeroom (02:00 - 03:30)**
 - Teams create layout maps, classification systems, and flowcharts

Day 2: Optimization, Integration & Performance Improvement

- **Module 5: Inventory Control & Stocking Strategies (07:30 - 09:30)**
 - Setting Min/Max levels, reorder points, and lead times
 - Cycle counting, stocktaking, and inventory reconciliation
 - Managing consignment and vendor-managed inventory
- **Module 6: Obsolescence, Surplus & Rationalization (09:45 - 11:15)**
 - Identifying and disposing of obsolete and slow-moving items
 - Audit readiness and regulatory compliance in storerooms
 - Creating disposal policies and valuation methods
- **Module 7: Integration with Maintenance and CMMS (11:30 - 01:00)**
 - Aligning spare parts usage with work orders
 - Tracking consumption and planning for PMs
 - Spare parts forecasting and reliability-centered support
- **Module 8: Final Simulation - Storeroom Improvement Action Plan (02:00 - 03:30)**
 - Teams develop action plans to improve stores operations
 - Presentation of group proposals and instructor feedback

Certification

Participants will receive a **Certificate of Completion in Maintenance Stores Management** , validating their capability to manage MRO storerooms efficiently and align materials with maintenance reliability needs.

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