

MATERIALS CONTROLS & SPARES PARTS MANAGEMENT

“Optimizing Inventory and Materials Handling for Cost-Effective Maintenance and Operations”

Schedule

Date	Venue	Fees (Face-to-Face)
03 - 05 Mar 2026	Doha, Qatar	USD 2495 per delegate

Introduction

Efficient management of materials and spare parts is critical for minimizing downtime, ensuring operational readiness, and controlling inventory costs. In many organizations, materials control functions are decentralized or reactive, leading to stockouts, overstocking, and increased operating expenses.

This intensive three-day course equips professionals with the knowledge and tools to implement best practices in materials control, inventory accuracy, spare parts classification, and warehouse operations. The course blends theory with practical case studies to help participants streamline material flow, improve service levels, and optimize inventory investments.

Objectives

By the end of this course, participants will be able to:

- Understand the key principles of effective materials control and inventory management
- Apply spare parts categorization techniques for better planning and stocking
- Analyze consumption patterns and determine optimal inventory levels
- Improve material handling, storage, and retrieval processes
- Minimize stockouts and reduce excess inventory through proactive controls

Why Attend

- Learn proven techniques to improve inventory visibility and reduce waste
- Avoid costly delays in maintenance due to poor spare parts availability
- Strengthen collaboration between maintenance, procurement, and stores teams
- Optimize storage layouts and handling methods to improve productivity
- Build an action plan for improving your organization's materials control system

Target Audience

This program is designed for:

- Inventory, stores, and warehouse supervisors
- Maintenance planners and spare parts coordinators
- Procurement and supply chain professionals
- Asset and facilities management personnel
- Operations managers responsible for equipment uptime

Individual Benefits

Key competencies that will be developed include:

- Inventory classification (ABC, VED, FSN, XYZ)
- Demand forecasting and usage-based planning
- Cycle counting and inventory accuracy techniques
- Spare parts criticality and lead time analysis
- Stock optimization and inventory cost reduction

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced spare parts availability and reduced equipment downtime
- Lower inventory holding and obsolescence costs
- Improved planning accuracy for maintenance and procurement
- Standardized practices for stores, inventory, and materials handling
- Stronger controls over inventory movement and accountability

Instructional Methodology

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

- Strategy Briefings - Inventory control concepts, spare parts planning, and warehouse operations
- Case Studies - Real-world examples of spare parts mismanagement and corrective actions
- Workshops - ABC/VED classification, reorder point analysis, and stock coding
- Peer Exchange - Group discussions on material control challenges and best practices
- Tools - Templates for inventory audits, demand forecasting, and stock performance reports

Course Outline

Detailed 3-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Inventory Control Foundations

- Module 1: Introduction to Materials and Spare Parts Management (07:30 – 09:30) • Purpose and impact of materials management on operations • Inventory types: raw materials, MRO, consumables, spares • Stockholding vs. non-stock strategies
- Module 2: Classification and Codification (09:45 – 11:15) • ABC, VED, FSN, XYZ, SDE classification systems • Item codification and cataloguing principles • Reducing duplication and improving traceability
- Module 3: Inventory Accuracy and Control Techniques (11:30 – 01:00) • Cycle counting vs. annual stock takes • Causes of discrepancies and resolution approaches • Inventory record accuracy (IRA) best practices
- Module 4: Workshop – Item Classification Exercise (02:00 – 03:30) • Apply ABC/VED to real spare parts list for planning

Day 2: Spare Parts Planning and Forecasting

- Module 1: Demand Planning and Consumption Analysis (07:30 – 09:30) • Types of demand: routine, breakdown, capital • Usage-based forecasting and reorder point logic • Seasonality, obsolescence, and criticality
- Module 2: Reordering and Stock Optimization (09:45 – 11:15) • EOQ and reorder quantity models • Lead time analysis and safety stock planning • Min-max level determination
- Module 3: Service Level and Stockout Prevention (11:30 – 01:00) • Fill rate, stock availability, and service level metrics • Managing high-cost and long-lead items • Planning for obsolescence and slow movers
- Module 4: Workshop – Reorder Point and Safety Stock Calculation (02:00 – 03:30) • Perform calculations using case data and formulas

Day 3: Warehouse Operations and Process Improvement

- Module 1: Warehouse Design and Layout (07:30 – 09:30) • Space utilization and zoning • FIFO, LIFO, and FEFO applications • Racking, shelving, and binning systems
- Module 2: Material Handling and Storage Practices (09:45 – 11:15) • Material movement equipment and techniques • Environmental considerations and safety • Receiving, issuing, and stock transfer protocols
- Module 3: KPI Monitoring and Continuous Improvement (11:30 – 01:00) • Warehouse and inventory KPIs • Root cause analysis of inventory issues • Developing action plans for improvement
- Module 4: Final Review and Certification (02:00 – 03:30) • Course summary and key takeaways • Group discussion and Q&A • Certificate distribution

Certification

Participants will receive a Certificate of Completion in Materials Controls & Spares Parts Management, validating their knowledge and practical skills in implementing effective inventory and materials handling practices to support maintenance and operational efficiency.

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