

Good Practices

Store Organisation

Because garment factories make a large investment in materials it is necessary to store and organise this inventory in an efficient, safe and secure way. A well organised store helps to make a more productive factory, protects stock from being damaged, and saves money and time when ordering and conducting stock-take.

Good practices for store organisation

- Build a racking system and put boards at both ends of each rack for identification.
- Use a logical identification system for organising the racks. For example, put numbers, letters (or a combination) on each row (Figure 1: *Alphabetically arranged racking system*).
- Put frequently used stock in the most easily accessible locations.
- Attach a 'bin card' to each fabric roll. A bin card is used to record the balance of the fabric (figures 2 and Figure 3: *Bin card*).
- Invest in high quality ladders. They will save time and protect the welfare of your staff.
- Provide training to store workers so that they understand the storage system, and know how to use equipment such as ladders, forklifts and machinery safely.



Figure 1



Figure 2



Figure 3

Benefits:

- ✓ Improves productivity
- ✓ Reduces risk of materials being damaged, lost or stolen
- ✓ Presents a positive image of the factory
- ✓ Reduces the risk of over-ordering materials
- ✓ Stock-take is quicker and more efficient
- ✓ Ensures a safer workplace

How:

- ✓ Store staff can design
- ✓ Racks can be built by workshop staff, or
- ✓ High quality racking systems can be purchased and fitted to your store

Cost:

\$ - \$\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost