

- any quantity, as the demand for this is governed by your shop practice and can be ordered as required. Some may object to this on the ground of delay to work, but as same can always be procured on short notice (that is, in standard sizes) this objection cannot be sustained.

From my experience both on the railroad, and in the factory, I would say that the handling of a railway stores is much easier than the latter. In a railway stores, practically one line of business is to be looked after, either the repairs of locomotives, repairs of cars, maintenance of way or traffic department. The material carried is always standard to these lines, and there is not much variation. Your consumption from month to month generally averages the same amount, so that your stock can be always arranged to suit. Any overstock for a certain class of engine can always be transferred to some other point where this class is also stationed, and vice versa.

In an engineering plant which embraces the manufacture of varied lines, say locomotives, steam shovels, pumps, bridges, etc., you will readily understand, that you cannot do this so easily, and the storekeeper's life is not always a pleasant one when he fails to keep "production" supplied.

One point should not be overlooked, and that is the careful handling of material. It seems impossible to get workmen to recognize the fact that the same care and economy should be exercised in handling and using the supplies of their employers, as they would use were they handling their own property.

In regard to the "system" necessary to the proper accounting of the "stores" department. No two persons or no two "plants" have the same system, or same opinion as to how this should be done, but I will endeavour to give you an idea of the work required in order that supplies may be properly accounted for.

All requisitions for material originate in the stores department, and after being approved by the head of the plant, pass to the purchasing department (although in some cases these two departments are combined), who are responsible for the placing of the orders on the market, and who notify the "stores" on whom these orders are placed. A copy of the requisition goes to the "chaser" and another copy to the "receiving clerk" who are on the "stores" staff.

The "chaser's" duty is to keep in touch with the vendor, and follow the order up so that delivery of goods are made when required so that "production" is not delayed. He has to keep all records as to promises given, and reason of delays, etc., in fact should have notes on all material outstanding.

The "receiving clerk" receives all material which comes into the plant, checks same with his copy of requisition, notes differences in weights and quantities, and makes out "receiv-