

System of Material and Stock Keeping

Second of a Series of Articles Written for The Canadian Manufacturer, on Manufacturing Systems. The First was the Time Keeping System Which Appeared in the Last Office Edition. In the Next Office Edition will Appear the Third Article of the Series. It will be on Costs

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Stock keeping in an undersized and poorly arranged store room with a careless or indifferent keeper, or as in some cases, no keeper at all, is a serious consideration and a great source of loss in any manufacturing plant. While a good-sized and well-arranged room is a source of profit in any establishment, whether small or large, but more especially in the larger concerns. A good and convenient store-room will be divided in as many sections as there are different classes of goods to handle, and the sections are sub-divided as necessary for the different sizes or quality of material in stock. It will also have a man in charge with the ability to control his stock;

cleaned by foundry laborers they are weighed, the weight marked on the specification, and then forwarded to the section of the works where the first machine operation is performed. The section (B) is marked on the specification sheet together with the date and number of pieces sent. The foreman of the section (B) to which the parts are delivered also receives a copy of the specification sheet, upon which he checks off the number of castings as received, thus making a double check on the material.

Similar sheets are provided for the forgings and other steel pieces required for the job. The number given to the steel parts may be distinguished from the castings by putting the figure 0 or a letter number before the number of the piece. Thus a piece with 1 on it we would know

NAME—30 inch Engine Lathe.				Date Ordered—April 2nd, 1908.				Date Wanted—July 30th, 1908.								
Castings Required				Job—7285				Mach.—100				No. Wanted—12				
Piece.		Description.	Special Pattern No. or			No. of Pieces.			Weight of one.	Where and When Delivered.						Memo.
No.	Sheet No.		Kind	length	diam.	Req'd.	In store.	Fin.		Sec'n.	Date and No. of Pieces.					
1	B 27	Bed.	Pattern No. 102-6.	14 ft.		1			3080	B	Ap. 15 1	16th 2	18th 2	19th 3		
2	B 29	Saddle		1			775	B	Ap. 6 4	10th 5	13th 3					
3	B 29	Apron.		1			220	B1	Ap. 5 3	7th 4		23rd 5				
4	C 38	Saddle Strap		2			15	C	Ap. 6 6	7th 6						
5	C 38	Cross Slide		1	3		30	C	Ap. 6 4	7th 5						

Fig. 1.—Specification Sheet.

and he will be paid according to his ability. A man of this kind is worth considerable, but you will find it pays.

HOW TO KEEP YOUR STOCK.

In the article on Time-Keeping, which appeared in the last number of THE OFFICE EDITION we gave each job, each machine and each piece a number for convenience in keeping record of the time on the individual pieces as they pass through the several processes of manufacture, and these numbers will also be convenient in keeping record of the parts as they go from one section to another through the works. Again we will use the iron trade for an illustration. A list, which we will call a "Specification Sheet," as in Fig. 1, is furnished to the foundry foreman, which gives him all the information needed to furnish the required number of castings for the job in hand, as you see in Fig. 1. We are to build twelve 30-inch lathes, standard design, on job number 7285, machine number 100; for this we require twelve beds, the price number of which is 1, length 14 feet. When these are cast and

to be a casting; while a piece marked 01 or A1 we would know to be a forging by the designating figure or letter;

Charge to		Job or Lot No. 7285.		Date	
		Repair No.			
		Stock Order No.			
Quantity	Material	Description	Weight	@	Cost
12	Grub Screws	3/4" x 2"	04	.04
9	Semi-Finish Nuts	3/4" x 12P.	06	.05
	Babbitt	25 lbs.	10	2.50
.....Foreman.					

Fig. 2.—Daily Time Card.

and on the specification sheet for the forgings under the head—"Special pattern number or kind, length, diameter," you mark the kind of material from which the piece