

**S5013 & S5012
STORE MANAGEMENT**

2 hours 40 minutes

**III
& II**

Name:.....

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**NATIONAL EXAMINATIONS COUNCIL
Senior School Certificate Examination**

2 hours 40 minutes

STORE MANAGEMENT

Do **not** open this booklet until you are told to do so. While waiting, read the following carefully.

Write your **Name** and **Examination Number** in the spaces provided at the top right-hand corner of this question booklet.

This paper consists of two Papers: **III** and **II**.

Answer Paper **III** on your objective test answer sheet. Instruction on how to do this are given on the next page. Paper **III** will last for **40 minutes**. On completion of Paper **III**, the objective test answer sheet will be collected.

Answer to Paper **II** are to be written in your answer booklet. Paper **II** will last for **1 hour. 40 minutes**

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PAPER III

Answer **all** questions

Each question is followed by **five** options lettered **A - E**. Choose the correct option for each question and shade **in pencil** on your answer sheet the answer space that bears the same letter as the option you have chosen. Give only **one** answer to each question and erase completely any answer you wish to change. Do all rough work on this question paper.

An example is given below:

- A. Giro system
- B. Money order
- C. Postage stamp
- D. Postal order
- E. Standing order

The correct option is 'Standing order' which is lettered E. Therefore answer space E would be shaded as shown below;

[A] [C] [D] [E]

1. Proper storekeeping involves the following **except**
 - A. Giving access to all persons in the store.
 - B. Issuing items and updating the bin card.
 - C. Proper ventilation and lighting of the store.
 - D. Provision of safety devices.
 - E. Recording of each item in a bin card.
2. While taking delivery of materials from suppliers, the store officer is expected to prepare a
 - A. bin card.
 - B. goods receipt voucher.
 - C. stock ledger.
 - D. stock taking sheet.
 - E. store issue voucher.
3. Store items that are prone to fire are regarded as _____ good
 - A. combustible
 - B. evaporated
 - C. expendable
 - D. liquid
 - E. perishable
4. Extra hour(s) spent by a store officer on duty is regarded as
 - A. additional shift
 - B. late hour
 - C. overtime
 - D. shift
 - E. work hour

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5. The dynamic process undertaken by an individual to create wealth is
- entrepreneurship
 - manufacturing
 - retailing
 - storekeeping
 - wholesaling
6. Which of the following classification of products can best be stored in cold storage?
- Convenience
 - Pharmaceutical
 - Shopping
 - Speciality
 - Unsought
7. Government regulates businesses to
- create uniformity in commercial activities
 - encourage hoarding of goods
 - enhance production of low quality goods
 - ensure interrupted supply of goods
 - promote monopoly
8. The bin card differs from store ledger in ledger in that. It contains the
- date and source of receipt individual item
 - details of maximum, minimum and reordering
 - location of each storage item and their prices
 - name and description of each item of stock held
 - quantity balance at the end of each transaction.
9. Receiving and issuing materials from the store is an objective of
- inventory control
 - stocktaking
 - store layout
 - store organisation
 - storekeeping
10. An organisation is said to have a centralized store system when
- all stocks and supplies are received, stored and issued from one location.
 - only one store officer attends to all requisitions.
 - only one store officer receives all items brought to the storehouse
 - stocks and supplies are obtained from one source.
 - supplies are issued from the main store to departmental or sub stores.
11. Which of the following is a characteristic of warehousing?
- Absence of loading and offloading equipment
 - Inappropriate management of goods
 - insufficient security personnel
 - sufficient parking space to facilitate loading and offloading of goods

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12. Materials in the store are said to be issued out for conversion when they are
- delivered to the final users
 - expected to be returned to the store later as manufactured goods
 - issued from a temporary store within the establishment
 - issued on loan to another organization.
 - issued to another organisation
13. Idea generation as an entrepreneurial activity can be hindered by the following **except**
- Fear of committing mistakes.
 - lack of funds for research
 - lack of time
 - sheer ignorance
 - sufficient training
14. The government agency established to prevent hoarding by seller who refuse to sell at controlled rate is
- Corporate Affairs
 - Environmental control
 - Nigeria Investment Promotion council
 - Price Control Board
 - Standard Organisation of Nigeria
15. The material that is prone to fire easily in a store is
- envelope
 - gas
 - oil
 - poultry
 - toothbrush
16. Merchandise manufactured ahead of supply which are later brought out of the store for sales are ___ stock
- anticipation
 - buffer
 - new old
 - obsolete
 - out of
17. Pilferages and stock shortages are problems associated with poor
- inventory control
 - layout selection
 - physical distribution
 - requisitioning
 - transportation
18. To ensure safe and healthy working environment, employees will require
- flammable items
 - insufficient information on safety issues
 - training in basic safety rules
 - unhealthy atmosphere at work place
 - untidy working environment

19. Which of the following is a reason for holding stock in a production factory?
- A. Halting rapid replenishment of items in constant demand
 - B. Increasing the risk of suppliers failure
 - C. Interrupted production
 - D. Meeting unexpected demand
 - E. Negligence against lead time uncertainties
20. The most suitable system of numbers or symbols that can be used to represent chemical products in the store is _____ coding.
- A. colour
 - B. end use
 - C. nature of item
 - D. numerical
 - E. suppliers'
21. The highest position in large store organisation hierarchy is
- A. Chief Store Officer.
 - B. Chief Storekeeper.
 - C. Stock Record Officer.
 - D. Stores Officer.
 - E. Stores Supervisor.
22. One of the advantages of item* coding is
- A. difficulty in items identification
 - B. difficulty in locating coded items
 - C. easing the requisitioning process
 - D. increasing costs of coded items
 - E. lack of standardization in the coding system
23. Easy accessibility of materials is a reason for proper store
- A. identification
 - B. inspection
 - C. layout
 - D. maintenance
 - E. organisation
24. Arrangement of codes to correspond with the purpose for which items are used explains
- A. colour coding
 - B. end use coding
 - C. identification by numbers
 - D. nature of items
 - E. suppliers' code

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PAPER II

Answer **five** questions.

1. a. What is stock control? (4 marks)
b. Mention and explain **two** types of inventory control (8 marks)
c. List and discuss **two** method of stock issue (8 marks)
2. a. Define the term “requisitioning” (4 marks)
b. List and explain **four** issuing procedures (16 marks)
3. State and expatiate on **five** functions of a warehouse keeper (20 marks)
4. Enumerate and explain **five** reasons for holding stock by an organization. (20 marks)
5. a. Write extensively on **five** precautionary measures that should be taken by the storekeeper regarding the safe custody of store keys (15 marks)
b. List **five** safety wears commonly used in the storehouse (5 marks)
6. a. Discuss the factors that can be considered in the selection of a storehouse (3 marks)
 - (i) (3 marks)
 - (ii) (3 marks)
 - (iii) (3 marks)
 - (iv) (3 marks)
 - (v) (3 marks)

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- b. Itemize the factors that can be considered in the selection of a storehouse (5 marks)
7. Enumerate and explain the factors that can be considered in the selection of a storehouse (20 marks)

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