

APPENDIX - I

QUESTIONNAIRE

Name of the Firm

1. Type of Industry
 - a) Engineering
 - b) Textile
 - c) Agro-based industry
 - d) Chemical

2. Whether purchasing is -
 - a) Centralized
 - b) Decentralized
 - c) Imprest System

3. Which method of purchasing is adopted
 - a) Purchasing strictly by requirement
 - b) Purchasing for a specific future period,
 - c) Market purchasing
 - d) Speculative purchasing
 - e) Contract purchasing,
 - f) Group purchasing of small items
 - g) Scheduled purchasing,
 - h) Purchasing through commission-agent
 - i) Any other

4. While selecting supplier, what is your source of supply?
 - a) Trade directories,
 - b) Telephone directories,
 - c) Purchasing periodicals
 - d) Commercial magazines,
 - e) Catalogues
 - f) Blue prints,
 - g) Supply index files
 - h) Exhibitions
 - i) Market surveys
 - k) Quotations
 - k) Interview with salesman

5. Whether purchase budget is prepared before making the purchase?
 - a) Yes
 - b) No.

6. Whether price record is kept or not?
 - a) Yes
 - b) No.

7. Whether purchase procedure is followed?
 - a) Yes
 - b) No.

8. What are the records kept by purchase department while purchasing materials -
 - a) Purchase record
 - b) Contract record
 - c) Vendor record
 - d) Quotation record
 - e) Summary of purchase work.
9. Is there separate receiving?
 - a) Yes
 - b) No.
10. Is there separate inspection department?
 - a) Yes
 - b) No
11. Whether purchased materials are tested before final acceptance?
 - a) Yes
 - b) No.
12. What is the organization of stores?
 - a) Centralized stores
 - b) Decentralized stores
 - c) Central stores with sub-stores.
13. Which aspects are taken into account while determining stores layout?
 - a) Nearness to the point of use
 - b) Minimum handling and transportation
 - c) Provision for flexibility for future expansion
 - d) Efficient utilization of floor space and height
 - e) Clear identification of material, quick location of items
 - f) Protection against waste, deteriorating, damage and pilferage.
14. Whether classification of material is done?
 - a) Yes
 - b) No
15. If yes, what technique is adopted?
 - a) ABC technique
 - b) SMI
 - c) FMI
 - d) Any other
 - e) Size.
16. Whether codification of material is done?
 - a) Yes
 - b) No

17. Which method of codification of stores is used?
 - a) Numeric
 - b) Alphabetic
 - c) Alphanumeric.

18. Which method do you adopt for identification of material?
 - a) Tagging or labelling
 - b) Writing or plating
 - c) Stamping, embossing or etching.

19. Is there a separate storekeeper/incharge?
 - a) Yes
 - b) No.

20. Whether stores location plans are applied?
 - a) Yes
 - b) No.

21. Whether stores location plans are applied to any storage space or materials to be stored?
 - a) yes
 - b) No

22. If yes, which plans are applied?
 - a) Alphabetical and numerical system
 - b) The modified alphanumeric system
 - c) Storage by space
 - d) Storage by space and location card.

23. Whether levels of materials are fixed?
 - a) Yes
 - b) No.

24. What levels of materials are fixed?
 - a) Re-order level
 - b) Maximum level
 - c) Minimum level
 - d) Average stock level
 - e) Danger level
 - f) Selective level.

25. Whether economic order quantity is fixed for determining the quantity to be purchased?
 - a) Yes
 - b) No.

26. What is the nature of storage equipment used?
 - a) RCC
 - b) Wood
 - c) Steel

27. What types of storage equipments are used?
 - a) Bays
 - b) Racks
 - c) Any other.

28. If racks are used, which type of rack is used?
 - a) Bin
 - b) Open type racks for general use
 - c) Flat pallet
 - d) Slad platform
 - e) Tote-pan (stack of tote pans)
 - f) Box pallet
 - g) Lean-on rack for bars and tubes
 - h) Rack for horizontal storage of bars and tubes.

29. What are the equipments used for material handling?
 - a)
 - b)
 - c)
 - d)

30. What procedure is followed for issuing materials to production departments?
 - a) Material requisition note from production department,
 - b) Bill of material from production department,
 - c) Oral demand
 - e) Issue voucher book.

31. What are the forms used for the purpose of issue of material?
 - a) Stores requisition note (material demand note)
 - b) Bill of material
 - c) Material return note
 - d) Material transfer note
 - e) Issue receipt note

32. On what basis, your storekeeper requests to the purchase department for initiating new purchase order?
 - a) After reaching re-order level
 - b) Arbitrary basis
 - c) Schedule is prepared.

- 33.. Which method do you adopt for stock verification?
 - a) Annual stock verification
 - b) Periodic stock verification
 - c) Continuous stock verification
(Perpetual Inventory)
 - d) Low point inventory verification

34. What technique is applied for inventory control?
 - a) 2-bin system
 - b) Order cycling system
 - c) Determination of inventory control
 - d) Statistical control system.

- e) Control ratios
 - f) Reservation system
 - g) Budgetary control system
 - h) Standard costing system
 - i) ABC analysis system
 - j) Perpetual inventory system
 - k) None of the above.
35. Whether normal loss is estimated?
- a) Yes
 - b) No.
36. What type of material losses exist?
- a) Scrap
 - b) Defective
 - c) Spoilage
 - d) Wastage
 - e) Theft/Pilferage
 - f) Any other losses.
37. If material loss is scrap, specify reason -
- a) The processing of material,
 - b) Defectives and broken parts
 - c) Obsolete stock
 - d) Obsolete machinery
 - e) Abandonment of experimental project
 - f) Unavailability of handling equipments
38. Whether the spoilage of material is due to -
- a) Evaporation
 - b) Shrinkage
 - c) Loss in weight.
39. If the spillage is abnormal, state reasons
- a) Loss by fire
 - b) Theft/Pilferage
 - c) Loss in transit
 - d) Loss in material handling.
40. Which step do you adopt for controlling scrap, wastage, etc.
- a) Reports relating to wastage, defectives, for taking immediate corrective action.
 - b) Wastage, scrap, defectives and spillage, should be standardized by following standard costing system.
 - c) Only good quality of materials should be used.
 - d) Stage inspection process.
41. What documents are used for maintaining the material losses information
- a) Damage report
 - b) Input-Output statement
 - c) Batch record

- d) Inspection report
- e) Visual record
- f) Anticipated process losses.

42. What technique is adopted for controlling losses?

- a)
- b)
- c)

43. Which method of pricing is adopted?

- a)
- b)
- c)
- d)
- e)