

Day 1 - Warehousing training.

ACF Monastery Compound, Bogalay.

Please bring pen and notebook.

This day will be spent inside, with a mixture of English and Burmese spoken.

<b>Time</b>	<b>Modules</b>	<b>Trainer</b>
<b>0800 – 1000</b>	Supply system documentation Receipts procedures Issues procedures Inventory control systems - manual and electronic Stocktake and audit procedures Stock location systems Distribution plans Packaging Marking Weights and measures	Daryll
<b>1000 – 1015</b>	Break	
<b>1015 – 1200</b>	Storage methods Stock rotation Shelf life management Housekeeping/Warehouse maintenance	Daryll
<b>1200 – 1300</b>	Break	
<b>1300 – 1500</b>	Brief description by each participant of their organisation's logistic setup – please keep presentation to a maximum of ten minutes each.	All participants
<b>1500 - 1515</b>	Break	
<b>1515 - 1700</b>	Description of process of installing MSU. Site selection and preparation.	Usa Matthew

## Day 2 – Mobile Storage Unit installation

Location – ACF Monastery Compound, Bogalay.

This day will be spent outside, with a mixture of English and Burmese spoken.

### PLEASE NOTE –

- This training will be “hands on”. All participants will be expected to be physically involved in the installation process.
- All participants must provide their own shoes/boots and gloves. Closed toe footwear must be worn. NO SLIPPERS!
- Work will continue if raining, please bring wet weather clothing.

<b>Time</b>	<b>Modules</b>	<b>Trainer</b>
<b>0800 – 1000</b>	Place and measure base plates, assemble portals.	Usa Matthew
<b>1000 – 1015</b>	Break	
<b>1015 – 1200</b>	Fit gable, gates, covers.	Usa Matthew
<b>1200 – 1300</b>	Break	
<b>1300 – 1500</b>	Install purlins, door frames, raise portals, install purlins.	Usa Matthew
<b>1500 - 1515</b>	Break	
<b>1515 - 1700</b>	Fit gable and cover, raise gable, install and secure covers.	Usa Matthew
<b>1700 – 1715</b>	Break	
<b>1715 - 1900</b>	Final checks, and tidy.	Usa Matthew

Day 3 –

Location - ACF Monastery Compound, Bogalay.

Note – This day will be spent both indoors and outside, with a mixture of English and Burmese spoken. The exact program will be flexible depending on progress of installation of MSU on Day 2.

<b>Time</b>	<b>Modules</b>	<b>Trainer</b>
<b>0800 – 1000</b>	Continue MSU if unfinished. Or - Discussion and information sharing of in-country logistics (if MSU completed.)	Usa Matthew
<b>1000 – 1015</b>	Break	
<b>1015 – 1200</b>	Continue MSU if unfinished. Or - Role and function of Logistics clusters.	Usa Matthew
<b>1200 – 1300</b>	Break	
<b>1300 – 1500</b>	Visit to Bogale Logistics Cluster Hub.	David
<b>1500 - 1515</b>	Break	
<b>1515 - 1700</b>	Site management (if time permits)	Matthew