



**TECHNICAL UNIVERSITY OF MOMBASA**  

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**FACULTY OF APPLIED AND HEALTH SCIENCES**  
**DEPARTMENT OF PURE & APPLIED SCIENCES**  
**UNIVERSITY EXAMINATION FOR:**  
**DAC 16S / DSLT 16S**  
**ACH 2211 : LABORATORY MANAGEMENT**  
**SPECIAL/SUPPLEMENTARY EXAMINATION**  
**SERIES:SEPTEMBER 2018**  
**TIME:2HOURS**

**DATE:Pick DateSep2018**

**Instructions to Candidates**

You should have the following for this examination

*Answer Booklet, examination pass and student ID*

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

**Do not write on the question paper.**

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**Question ONE**

- a) Identify six classes of filing system (6 marks)
- b) Identify and explain five factors that lead to undesirable accumulation of stock in stores (10 marks)
- c) (i) Distinguish filing from indexing (4 marks)  
(ii) State six characteristics of an ideal filing system (6 marks)
- d) List the four classes of items recorded in inventory (4 marks)

**Question TWO**

Explain eight disadvantages of centralized purchasing (15 marks)

**Question THREE**

- a) List the seven objectives of effective purchasing (7 marks)
- b) State eight sources of purchasing information (8 marks)

#### **Question FOUR**

- a) State six purposes of inventory records (6 marks)
- b) Identify four types of legal records in a laboratory (4 marks)
- c) Five character alphanumeric codes made from six digits 2,4,5,6,7,8, and a few letters from the alphabet were used to code 100,000 new items received in a warehouse. Determine the number of letters of the alphabet used (5 marks)

#### **Question FIVE**

Identify two areas in which colour codes are used and in each case state what each colour represents (15 marks)