



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

Faculty of Applied & Health Sciences

DEPARTMENT OF PURE AND APPLIED SCIENCES

DIPLOMA IN ANALYTICAL CHEMISTRY

END OF SEMESTER EXAMINATION

ACH 2211: LABORATORY PRACTICE AND MANAGEMENT

SERIES: AUGUST/SEPTEMBER 2011

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer booklet*

Answer question **ONE (COMPULSORY)** and choose any other **TWO** questions

This paper consist of **TWO** printed pages

QUESTION ONE

- a) Distinguish between:
- i) Centralized and decentralized purchase system (4 marks)
 - ii) Credit-note and debit note (4 marks)
- b) Explain how goods or items ordered by an organization are received into the stores (6 marks)
- c) List **SIX** filing system that may be used by an organization for filing purposes (6 marks)
- d) Explain maintenance and care of microscope in a laboratory (6 marks)
- e) Name **FOUR** areas that require regular inspection in the laboratory (4 marks)

QUESTION TWO

- a) Mention any pieces of information contained in a catalogue (6 marks)
- b) Explain stepwise the process or procedure of purchase of laboratory goods from a supplier within a country. (14 marks)

QUESTION THREE

- a) Explain the various sources of information available to a buyer in an organization to purchase laboratory goods (20 marks)

QUESTION FOUR

- a) Describe the **THREE** types of stores that may be found in an organization (13 marks)
- b) List at least **FIVE** duties of a store keeper (5 marks)
- c) List **FOUR** factors that influence purchase (2 marks)

QUESTION FIVE

- a) Explain;
- (i) Care and maintenance of balances (6 marks)
 - (ii) Water taps (4 marks)
 - (iii) Ovens (2 marks)
- b) Explain the various stock levels that can be used to control stock (8 marks)