Storage Site Review Checklist
Standards and Guidelines

Before You Go

- ➢ Download the most recent stock report - Source: RITA
- ➢ Review the previous site visit/mission report
- ➢ Notify the team on the ground of your travel plans, both a few days before, and the day of.

Stock Management

Stock Counts
Pick out 5-7 line items from any random consignment and conduct a double blind count. To facilitate a double-blind count, locate the items in the warehouse.

- If the items cannot be located, ask the store keeper or warehouse manager to help locate them.
- The inspector (you) should conduct their own count, and ask the warehouse officer or other Logistics Cluster team member to do a separate count, conducted at the same time.
- And the end of both counts, compare the two numbers should be reconcile any discrepancies.
- Cross check between the physical count and the stock count in RITA afterward. If the physical count does not match the numbers in RITA, make a record.

Stock Cards

- Review an additional 5-7 random stock cards:
    - Do the piece counts match the RITA records?
    - Conduct another piece count. Do the stock cards match the physical counts?
    - Do the stock cards display in/out information adequately?
    - Do the stock cards have Partner/Consignment Number/Item Description on them?

Weights and Dimensions
Conduct random sampling of weights and dimensions. Pick out 5-7 line items from any random consignment, and weigh and measure individual units.

- Cross check against the weights and volumes in the RITA stock report. Do they match? Anything with greater than a 8%-10% variance in overall weight/volume should be brought to the attention of the store keeper.

Verify how cargo reception looks

- Is the warehouse team verifying all weights and dimensions upon reception of cargos?
- Are they updating information in RITA?
- Are there working scales and measuring equipment on site?

Storage Condition
Walk up and down the rows/stacks and inspect for the following:

- Are any items leaning up against the walls of the MSU/touching the roof?
- Are aisles blocked? Difficult to navigate?
- Is the warehouse applying the 30/70 rule for floor space?
- Are stacks neatly organized to facilitate ease of counting?
- Can you quickly identify consignments?
- Are consignments mixed together?

- Do stacks appear to be falling over? Do cartons/items appear physically compromised?
- Do you see noticeable damage to sock items?
  - Torn/ripped cartons?
  - Rust on metal items?
  - Holes punctured in the side due to mishandling?
- Do you see evidence of rodents?
- Does there appear to be water damage to the stock? Water pooled on the floor?

Mark any issue with the physical storage conditions.

Specialty Items
Some stock items require specialized attention, including:
- Hazardous materials or chemicals (chlorine, flammable substances)
- Pharmaceuticals or medical consumables (syringes, gloves, etc)
- Fuel

All specialty items that contain expiration dates must be checked for expiration, especially medical related items.
- Any expiration dates shorter than three months into the future must be communicated to the consigning agencies, and be dispatched.
- For items requiring climate-controlled storage, are climate-controlled spaces properly maintained?
  - Climate controlled spaces should be between 18-25 degrees Celsius.
  - Is the AC functioning at least 70% of the time?
  - Is the warehouse team checking temperatures regularly?
- Are chemicals in containers that are properly sealed? Compromised packaging can be a hazard to people and cargo.
  - **IMORTANT:** Chlorine is a reactive agent. Even in a sealed container, granulated and liquid chlorine will impact stock stored around it, especially metal items. Chlorine must be stored in a well-ventilated area and away from metal NFI items. Chlorine must also be cycled out of storage regularly.
- Fuel must be in sealed containers, away from the storage.
  - **IMPORTANT:** Fuel must never be stored inside MSUs or containers. Fuel must always be at least 15 meters from the nearest MSU, and in a well-ventilated area, even if locked up.

Records Management

Physical Files
Request to review all physical files kept in the office.
- Are all files being separated per consignment number?
- Are files stored in neatly managed binders/folders?
- Do files contain waybills, goods received notes, goods released notes?
- Do files have copies of the Service Request Form and Goods Release Form?
- Do all files tell the “history” of the consignment?
- Do current files on hand match the RITA stock report?

Note any irregularities or missing files.

Storage Site Review Checklist
Standards and Guidelines

Electronic Files
- Does the warehouse have a process for backing up scanned electronic copies of files? If so, is this being done regularly?
- Does the staff have access to RITA? Do they seem familiar with RITA management?

Site Management

Grounds
- Do the grounds of the facility appear free of debris or rubble?
- Are there exposed wires or objects that might hurt casual labor or staff?
- Does the truck parking area appear flooded or damaged by weather conditions? Can vehicles easily move around?
- Is there proper drainage around the structures?

MSUs/Foundation Slabs/Physical Structures
If MSUs:
- Do the MSU slabs show any cracks, crumbling, or signs of distress?
- Do the physical structures of the MSUs show signs of warping?
    - Tears in the tarpaulin?
    - Bent metal super structure/frames?
    - MSUs breaking free of their anchors?
    - Sagging or poorly fitting tarpaulin?
- Is the run off drainage around the MSUs working properly?

For Physical Warehouses:
- Does the physical structure appear structurally sound?
- Are there holes in the walls/ceilings?
- Is there standing water inside? Mold on the walls?
- Does the inside space have adequate lighting? Adequate ventilation?

Facilities
- Does the office space appear to be in well organized condition?
- Does the generator sound in good working order? Is it well maintained? Check maintenance records where available.
- Is the internet working properly on site?
- Are fuel stocks properly secured?

Security
- Are fire sufficient fire extinguishers present (ideally at least one per MSU)?
    - Do they have sufficient pressure?
    - Are they properly maintained with date of last inspection?
- Do the guards appear alert? Are there multiple guards on duty?
- Do the compound walls/gates appear free from damage or issues?
- Are the doors to the MSU/warehouse lockable and are locks being used?
- Are the lights in working order?

Storage Site Review Checklist
Standards and Guidelines

Other Things to Consider

- **Distribution Site** – If possible, visit the local distribution site or sites. Try to learn about the context of how partners are operating in the area, and what logistical bottle necks they are facing around the site of operation.

- **Partner Discussions** – If required, set up discussions with local partners to discuss relevant issues. This might include space planning needs, issues with stock rotation, partners routinely submitting incorrect SRFs, etc. Meetings ideally should be planned in advance.

- **Staff Training** – If required, take time out to train staff at the storage site. This includes our SOPs and handling procedures, RITA management, or other areas that might need attention.

After You Return

Documenting Findings
- Once site visit is completed, generate a mission report, and back up to designated location.
- Include relevant data points from the above checklist.
- Attach photos if required.

Course Correction
- For any and all issues uncovered, please share with the relevant project manager.
- Ask for changes where possible, and provide feedback on how the Logistics Cluster can improve as well.
- Follow up in 2-3 weeks time to ensure changes are being implemented.
- Use mission report as a baseline for next visit.