

# Quality Control Check Lists

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## How to use:

The responses to the questions could be either:

- Yes: meaning more than 80 per cent implemented
- No: less than 20 per cent implemented
- Partially: between 20 and 80 per cent implemented

## PROCUREMENT SYSTEMS LEVEL

### 1. Staffing

- Are number of staff reasonable and are staff suitable for positions
- Is knowledge and training at adequate level

### 2. Documents/Process

- Are procurement requisitions used, filled in and coded correctly
- Are procurement requisitions authorised correctly
- Is each requisition recorded and a file opened
- Is a detailed request for quotation used when applicable
- Are correct documents requested from suppliers when needed
- Are at least three quotes obtained where applicable
- Is competitive quotations process conducted fairly
- Is the CBA duly filled, authorised and filed correctly
- Are purchases authorised correctly
- Is inspection of samples undertaken when appropriate
- Are LPOs used, filled in and coded correctly
- Are LPOs authorised correctly
- Is inspection on delivery correctly done when appropriate
- Are GRNs used to confirm receipt of goods from supplier
- Are Delivery Notes used to confirm delivery
- Are invoices coded, checked and authorised correctly
- Are files closed and retained for audit
- Is a suppliers file kept and regularly updated
- Are standard goods lists and prices in use, checked with LO

### 3. Authority

- Are authorisation limits clearly set and disseminated among staff
- Is there an official stamp and is it secure
- Are authority signatures recorded for cross reference

### 4. Reporting

- Are reports on requisition status produced on a regular basis
- Are these passed to clients/Departments?

## TRANSPORT SYSTEMS LEVEL

### 1. Staffing

- Are staff number reasonable and staff suitable for positions
- Is knowledge and training at adequate level

Total grade for staffing Rate: 0%

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## 2. Fleet State and Control

- Is allocation for operation correct and vehicle type applicable
- Is all private use authorised
- Is all private use charged
- Is a pool system used and is despatching controlled and effective
- Are vehicles clean and tidy with correct markings and roadworthy
- Do all vehicles carry correct tools and first Aid Kits
- Are journeys correctly authorised and mission instructions used
- Security: Are speed limits rules set and followed
- Security: Are seat belt rules set and followed
- Is a key system with security measures in place and adhered to

Total grade for fleet state & control Rate 0%

## 3. Vehicle's Documents

- Do all vehicles have vehicles files
- Do all vehicles have up to date insurance and registration
- Do all vehicles carry up date and correctly filled log books

Total grade for Vehicle's Documents Rate 0%

## 4. Document Staff

- Do all drivers have files with correct up to date info
- Have drivers been tested and is this recorded
- Are drivers licences carried and valid for vehicles they are driving
- Have drivers signed standard rules and regulations
- Are drivers personal details and disciplinary record on file

Total grade for Document Staff Rate 0%

## 5. Fuel

- Are fuel issues and receipt documents used and authorised
- Are fuel LPOs checked against del. note & invoice
- Are fuel receipts recorded in the vehicle log book
- Are all fuel records reconciled at least on monthly basis

Total grade for Fuel Rate 0%

## 6. Maintenance

- Are maintenance records up to date in vehicles files
- Are A and B services carried-out and strictly adhered to
- Are repairs and services authorised according to standard levels
- Are standard drivers daily checks in place and used
- Are faults reported and these reports acted on immediately

Total grade for Maintenance Rate 0%

## 7. Reporting

- Is TMS installed and up to date
- Are TMS reports made on a regular basis
- Are these reports accurate
- Is action taken against warning indicators
- Are reports submitted to relevant locations

Total grade for Reporting Rate 0%

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*Total performance for Transport Rate 0%*

## **WAREHOUSING SYSTEMS LEVEL**

### **1. Staffing**

- Is staff number reasonable and staff suitable for positions
- Is knowledge and training at adequate level?

Total grade for staffing Rate: 0%

### **2. System:**

- Receipt Are test checks carried out and recorded on receipt of goods
- Are incoming waybills checked and filed correctly
- Are Goods Receipt Notes used
- Are bin cards issued and filled correctly, recording all info.
- Are stock cards updated and filled correctly, recording all info.
- Is off loading adequately supervised and accountable
- Is a floor plan used and goods stacked according to ref., donor.

Total grade for Receipt System Rate 0%

### **3. Systems:**

- Store Are physical stock checks carried out + reported on a regular basis
- Are stores inspections carried out weekly?
- Are goods stored correctly (mixing goods, pallets, stacking, etc.)
- Are only authorised personnel allowed into the warehouse?
- Are stores, pallets and tools clean and in good condition
- Is asset register for warehouse up to date?
- Are key holders nominated and key security rules in place?
- Is an official stamp and signature list in use and secure

Total grade for Storing System Rate 0%

### **4. Systems:**

- Despatch Are requisitions used and authorised to release items
- Is stock properly rotated?
- Is loading adequately supervised and accountable
- Are Federation waybills used and filled correctly
- Are gate passes used or other security systems implemented
- Are losses accounted for and filed correctly

Total grade for Despatch system Rate 0%

### **5. Reporting**

- Are weekly and monthly stock reports produced on time?
- Are the reports according to an agreed format?
- Are reports distributed to the correct locations?
- Is a plan used to show stock position and updated

Total grade for reporting system Rate 0%

*Total performance for Warehousing Rate 0%*