**WAREHOUSE**

**ORGANIZATION**

**LOGO**

**INSPECTION CHECKLIST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Warehouse: |  | | | Date: | |  | |
| Name of Inspector: |  | | | Signature: | |  | |
|  | |  | |  | | |  |
| Warehouse Capacity (m2 or MT): | |  | | Space Used (m2 or MT): | | |  |
| Type of Warehouse (permanent, temporary, etc.): | | | | |  | | |
| Type of Materials in Warehouse (NFIs, Food, Medicines): | | | | |  | | |
| Type of floor (cement, dirt, wood, etc.): | | |  | | | | |

**Warehouse Inspection (Interior):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item Inspected** | **Recommended Action** | **Date Action Completed** |
|  | Walls (check for holes, cleanliness, evidence of roof leaks) |  |  |
|  | Roof (check for leaks or potential problems) |  |  |
|  | Floor (check for roof leaks, cracks and holes) |  |  |
|  | Doors (operation, seal, locks) |  |  |
|  | Windows (operation, breaks, locks) |  |  |
|  | Ventilation system |  |  |
|  | Lighting (quantity of lights, working) |  |  |
|  | General Cleanliness |  |  |
|  | Evidence of pests or infestations |  |  |
|  | Rodent control used (describe): |  |  |
|  | Evidence of birds (nest, etc.) – seal off access points as possible |  |  |
|  | Fire Extinguishers (locations, inspections up to date) |  |  |
|  | Cleaning materials (available, sufficient) |  |  |
|  | No Smoking signs |  |  |
|  | First Aid Kit |  |  |
|  | Tidy work area (including trash receptacles) |  |  |
|  |  |  |  |

**Commodity Stocks (Interior):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item Inspected** | **Recommended Action** | **Date Action Completed** |
|  | Ledgers up to date |  |  |
|  | Ledgers show reconciliations and inspections |  |  |
|  | Files kept in appropriate manner |  |  |
|  | Bin cards on each stack |  |  |
|  | Bin card balances agree with ledgers |  |  |
|  | Commodities stacked separately according to type, package and consignment |  |  |
|  | Stacks orderly, according to plan |  |  |
|  | Commodities stacked on pallets or dunnage |  |  |
|  | Pallets have no protruding nails or splinters |  |  |
|  | Minimum 1-meter space between stacks, between stacks and walls, and below roof |  |  |
|  | Maximum height limits respected |  |  |
|  | No split/broken/damaged sacks or containers |  |  |
|  | Evidence of rodents or insect infestation |  |  |
|  | Spider webs / cocoons evident |  |  |
|  | Unusual smells |  |  |
|  | Sacks of commodities hardened |  |  |
|  | Evidence of oil leakage |  |  |
|  | Unfit commodities segregated |  |  |
|  | Rodent traps - positioned correctly |  |  |
|  | Physical inventory agrees with ledgers |  |  |
|  |  |  |  |
|  |  |  |  |

**Warehouse (Exterior):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item Inspected** | **Recommended Action** | **Date Action Completed** |
|  | Walls (check for holes and evidence of leaks) |  |  |
|  | Roof (check for leaks or potential problems) |  |  |
|  | Drainage (check for standing water) |  |  |
|  | Doors (operation, seal, locks) |  |  |
|  | Windows (operation, breaks, locks) |  |  |
|  | Clean defensible space |  |  |
|  | Lighting (quantity of lights, working) |  |  |
|  | Fire Extinguishers (locations, inspections up to date) |  |  |
|  | Trash receptacles |  |  |
|  | Loading docks (clean, in good working order) |  |  |
|  | Stairs in good shape |  |  |
|  | “No Smoking” signs |  |  |
|  | Truck access in good condition |  |  |
|  | Evidence of security breaches in compound walls |  |  |
|  |  |  |  |
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|  |  |  |  |