|  |  |  |  |
| --- | --- | --- | --- |
| MISSION |  | REGION |  |
| DATE |  | COMPILED BY |  |
| EMAIL |  | PHONE |  |

# Logistics Assessment

Warehouse

| **Final Checklist for Warehousing Needs and Facilities** | | **Done** | **Comments** |
| --- | --- | --- | --- |
| 1 | Determine the current and expected level of stocks (items, weight and volume) and expected storage duration |  |  |
| 2 | Assess the available warehouses in the affected area(s) |  |  |
| 3 | Initiate agreements for leasing of warehousing |  |  |
| 4 | Initiate the recruitment of warehousing staff if necessary |  |  |
| 5 | Initiate a cargo tracking and inventory management systems |  |  |
| 6 | Check the availability of temporary storage units |  |  |

### Useful tips:

In the process of the selection of your warehouse(s), feedback from users will be useful (UN organisations, NGOs and private company).

Consider sharing warehouse space with other NGOs as a cost-saving measure but ensure very clear delineation of space, controls and liabilities.

Check the possibilities of finding temporary mobile storage structures (MSU’s).

Check that the cost calculation follows the same methodology between different agents (Metric tons, volume, and surface area) and then compare the prices. (At the end the price should not be the single criteria for selection).

Take pictures while visiting potential warehouses.

Keep in mind that you will probably have the owner giving you a visit and then, trying to “sell” you the place. Pay attention to details.

Make a drawing of the set up.

*This assessment is not designed to be exhaustive and/or may not fully relevant; skip the section(s)/question(s) that are not applicable in the assessed context or modify as needed.*

| **Warehouse Assessment** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Identification of current warehousing | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **What type of services/ warehousing is required?** | | | | Bonded warehouse  A warehouse that you will manage on your own or a warehouse that will be managed by service supplier (private/government etc...)  Specific storage due to the nature of goods (bulk, medical supplies, vaccines, hazardous and combustible items)  Specific tracking measures (batch number, expiry dates)  Repacking and labelling  Temperature controlled  An area for sorting and consolidating different goods  Specific security measures for sensible or high value commodities | | | | | | | | | | | | | | | | | | | | | | | |
| Others: | | | | |  | | | | | | | | | | | | | | | | | | |
| **Location/s** | | | | | | | | |  | | | | **Other requirements**  **(access to railway, raised loading, handling equipment, etc...)** | | | | | | | | | | |
| **Duration** | | | | | | | | |  | | | |  | | | | | | | | | | |
| **Capacity m²/m³** | | | | | | | | |  | | | |
| **Cold storage/climate controlled** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | Temperature ranges required | | | | | | Min Temp (C): | | | | |  | | | | | |
| Max Temp (C): | | | | |  | | | | | |
| **Covered storage area** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | If yes, what size (m²/m³): | | | | | | |  | | | | | | | | | |
| **Fully enclosed/food grade warehouse** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | If yes, what size (m²/m³): | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Selection of an appropriate structure** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **General Warehouse Conditions** | **Address** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **GPS Coordinates (DDD.dddddd)** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Ownership – contact details** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Capacity** | | | Total m²: | | |  | | | | | | | | | Space sufficient for storage needs? | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| Total m³: | | |  | | | | | | | | |
| **Type** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Covered | Open | Tent | Container |  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **Vehicle Access** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Raised siding | Flat | Paved road | No Tight turns | Overhead wires | Multiple doors | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **General Condition** | | | New  Working Condition  Need repairs | | | | | | | | | | | | | | **Roof Condition** | | | | | Good  Leaking | | | | |
| **Warehouse Security** | **Security in place** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | Warehouse in secure location?  (no known crime, armed conflict) | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | |
| **Describe security in place - (number and rotation of guards, sign in procedures, cameras)** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Warehouse physical near potential target or risky infrastructure?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | Describe physical threat **(gas station, chemical plant, grain silo, police station, military base, political office, etc)** | | | | | | | | |  | | | | | | | | |
| **Facilities for guards?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | | Is warehouse fenced? | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Warehouse Physical Components** | **Electrical installations** | | | |  |  |  |  | | --- | --- | --- | --- | | Grid electricity available | Installed lights | Generator bay | Electrical outlets/breakers | | | | | | | | | | | | | | | | | | | | | | | | |
| **Facilities available** | | | |  |  |  |  | | --- | --- | --- | --- | | Office space | Toilets | Kitchen area | Warehouse staff rest area | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **Utilities available** | | | |  |  |  |  | | --- | --- | --- | --- | | Running water | Internet on site | Telephone service | Cleaning service | | Overhead fire suppression | | Extinguishers/sand buckets | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Specialty warehouse amenities** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Bonded storage | Kitting/packing area | Air conditioned | Internal lockable storage | | | Separated storage areas | Vehicle refueling capability | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cold storage available?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | Capacity of cold storage space (m3) | | | | | |  | | Min temp (c) | | | |  | | | Max temp (c) | |  |
| **Describe cold store** **(cold room, freezer, size, etc.)** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Loading/Offloading** | | | Cargo Bay Doors | | | | | | | | # of bay doors: | | | | | |  | | | | | | | | | |
| Metal bay doors  Bay doors lockable Rolling bay doors Swinging bay doors | | | | | | | | | | | | | | | | | | | | | | | |
| Drive up loading bays | | | | | | | | | | # of drive up bays: | | | |  | | | | | | | | | |
| Truck can enter grounds | | | | | | | | | | Maximum truck size: | | | |  | | | | | | | | | |
| Truck can turn around | | | | | | | | | | Maximum truck size: | | | |  | | | | | | | | | |
| Multiple trucks can load/offload simultaneously | | | | | | | | | | # of simultaneous truck loads/offloads: | | | |  | | | | | | | | | |
| Other: | | | |  | | | | | | | | | | | | | | | | | | | |
| **Handling equipment in place** | | | |  |  |  |  | | --- | --- | --- | --- | | Forklift | Spare pallets | Hand jack | Scale | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **Storage systems in place** | | | |  |  |  |  | | --- | --- | --- | --- | | Ground storage | Pallet racks (forklift loaded) | Shelving (hand loaded) | Stacking pallet frames | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **Type of floor** | | | |  |  |  |  | | --- | --- | --- | --- | | Concrete | Paved | Sand | Soil/ dirt | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | |  | | | | | | | | | | | | | | | | | | | | |
| **Ventilated** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | | **Risk of flooding** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Other Considerations** | **Access to transport infrastructure?** | | | Road  Rail  Air | | | | | | | | | | | | **Is there enough outside space for bulk external storage?** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Is there enough outside space to store containers?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | **Is there enough outside space to safely land and load a helicopter?** | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Access to casual labor?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | **Is there enough outside space to safely park daily use passenger vehicles?** | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Contract Terms** | **Can the warehouse provide management services?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | | **Is there an inventory mgt system in place?** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| **Describe the offered services** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Are warehouse staff available under the contract?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | # of staff available: | | | | | |  | | | | Cost per staff: | | | |  | | | |
| **Does the warehouse management/owner appear responsive?** | | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | |
| **Was the facility previously used as a warehouse?** | | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | |
| **Price (specify monthly or yearly)** | |  | | | **Lease duration** | | | | | | | | |  | | | | | | **First date available** | | | | |  | |
| **Describe any special contract requirements or arrangements** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **References for previous renters** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Other remarks** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Land available to erect temporary storage units** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Location name** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **GPS Coordinates (DDD.dddddd):** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Owned by** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Land use terms (rental, loan agreement, purchase)** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Land size (m²)** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Fenced** | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | |
| **Physical condition of land (flat, sandy, needs levelling, etc)** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Necessary infrastructure required (office, communications, water)** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Describe access to nearest main transport route** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| **Describe security constraints of surrounding area** | |  | | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| Please draw here the floor plan of identified warehouse(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | |