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| --- | --- | --- | --- |
| 特派团 |  | 地区 |  |
| 日期 |  | 汇总人 |  |
| 电子邮件 |  | 电话 |  |

# 物流评估

仓库

| **仓储需求和设施的最终检查表** | | **完成** | **备注** |
| --- | --- | --- | --- |
| 1 | 确定当前和预期的库存水平（货品、重量和体积）以及预期储存时间 |  |  |
| 2 | 评估受影响地区的可用仓库 |  |  |
| 3 | 发起仓储租赁协议 |  |  |
| 4 | 必要时开始招聘仓储人员 |  |  |
| 5 | 启动货物跟踪和库存管理系统 |  |  |
| 6 | 检查临时储存单元的可用性 |  |  |

### 提示：

选择仓库时，可利用用户（联合国组织、非政府组织和私营公司）的反馈。

考虑与其他非政府组织共享仓库空间以节省成本，但要确保非常明确地划分空间、控制和责任。

了解找到临时移动储存结构 (MSU’s) 的可能性。

在确认不同代理人之间的成本计算采用的是相同方法（公吨、体积和表面积）后，比较价格。（最后，价格不应是唯一选择标准）。

在参观候选仓库时拍照。

请记住，可让仓库所有者前来拜访并试图“出售”仓库。注意细节。

绘制布局图。

*此评估并非详尽无遗和/或可能并非完全相关；跳过不适用于所评估背景的部分/问题，或根据需要进行修改。*

| **仓库评估** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 确定当前仓储需求 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **需要什么类型的服务/仓储？** | | | | 保税仓  可自行管理的仓库或由服务提供商（私人/政府等……）管理的仓库  符合货物性质（散货、医疗用品、疫苗、危险和可燃货物）的特殊储存  具体追踪方法（批号、有效期）  分包和标示  温度受控  用于分拣和集中不同商品的区域  针对敏感或高值物资的具体安保措施 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **地点** | | | | | | | | | | |  | | | | **其他要求**  **（铁路接入、高架装载、装卸设备等……）** | | | | | | | | | | |
| **时长** | | | | | | | | | | |  | | | |  | | | | | | | | | | |
| **容量 m²/m³** | | | | | | | | | | |  | | | |
| **冷藏/气候控制** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 要求的温度范围 | | | | | | 最低温度 (C)： | | | | |  | | | | | |
| 最高温度 (C)： | | | | |  | | | | | |
| **遮盖储存区域** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 如果回答“是”，具体尺寸（m²/m³）： | | | | | | |  | | | | | | | | | |
| **全封闭/食品级仓库** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 如果回答“是”，具体尺寸（m²/m³）： | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **选择适当的结构** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **一般仓库条件** | **地址** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **GPS 坐标 (DDD.ddddddd)** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **所有人 - 联系方式** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **容量** | | | 总平方米数： | | | | | | |  | | | | | | | 空间是否足以满足储存需求？ | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| 总立方米数： | | | | | | |  | | | | | | |
| **类型** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 有屋顶 | 露天 | 帐篷 | 集装箱 |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **车辆进出** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 立起的侧板 | 平整 | 铺装道路 | 无急转弯 | 架空电线 | 多扇门 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **一般条件** | | | 全新  符合工作条件  需要维修 | | | | | | | | | | | | | | | | **屋顶状况** | | | | | 好  漏水 | | | | |
| **仓库安保** | **现有安保措施** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | 仓库是否在安全的地点？  （没有已知的犯罪、武装冲突） | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **描述现有安保措施 -（警卫人数和班次、入场程序、摄像头）** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **仓库是否在潜在目标或有风险的基础设施附近？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | 描述实际威胁**（加油站、化工厂、谷物筒仓、警察局、军事基地、政治事务处等）** | | | | | | | | |  | | | | | | | | |
| **是否有警卫设施？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | 仓库是否有围栏？ | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **仓库的实体组成部分** | **电气装置** | | | |  |  |  |  | | --- | --- | --- | --- | | 可用供电 | 已安装照明 | 发电机区 | 电源插座/断路器 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **可用设施** | | | |  |  |  |  | | --- | --- | --- | --- | | 办公空间 | 厕所 | 厨房 | 仓库员工休息区 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **可用公用设施** | | | |  |  |  |  | | --- | --- | --- | --- | | 自来水 | 互联网服务 | 电话服务 | 清洁服务 | | 喷淋消防 | | 灭火器/沙桶 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **专业仓库辅助设施** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 保税仓 | 成套/分装区 | 空调 | 内部可上锁的储存空间 | | | 独立储存区 | 车辆加油设施 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **是否有冷库？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | 冷藏空间容量 (m3) | | | | | |  | | 最低温度 (c) | | | |  | | | 最高温度 (c) | |  |
| **描述冷库（冷藏室、冰柜、尺寸等）** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **装卸** | | | 货仓门 | | | | | | | | | | 仓门数： | | | | | |  | | | | | | | | | |
| 金属仓门  可上锁的仓门 卷帘仓门 平开仓门 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 驶入装货区 | | | | | | | | | | | | 驶入装货区数： | | | |  | | | | | | | | | |
| 卡车可进入场地 | | | | | | | | | | | | 最大卡车尺寸： | | | |  | | | | | | | | | |
| 卡车可调头 | | | | | | | | | | | | 最大卡车尺寸： | | | |  | | | | | | | | | |
| 多辆卡车可同时装卸 | | | | | | | | | | | | 同时装卸车数： | | | |  | | | | | | | | | |
| 其他： | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **现有搬运设备** | | | |  |  |  |  | | --- | --- | --- | --- | | 叉车 | 备用托盘 | 手动托盘搬运车 | 秤 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **现有储存系统** | | | |  |  |  |  | | --- | --- | --- | --- | | 地面储存 | 托盘货架（叉车装载） | 搁板（人工装载） | 堆码托盘架 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **地面类型** | | | |  |  |  |  | | --- | --- | --- | --- | | 混凝土 | 铺装 | 沙子 | 土壤/泥土 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **已通风** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | **洪水风险** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **其他考虑事项** | **是否接入运输基础设施？** | | | 公路  铁路  航空 | | | | | | | | | | | | | | **是否有足够的外部空间用于露天储存大量货物？** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **是否有足够的外部空间用于存放集装箱？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | **是否有足够的外部空间供直升机安全着陆和装货？** | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **是否有临时劳动力？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | **是否有足够的外部空间用于安全停放常用的乘用车？** | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **合同条款** | **仓库是否提供管理服务？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | **是否有库存管理系统？** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **描述所提供的服务** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **合同中是否包括仓库工作人员？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | 可用员工人数： | | | | | |  | | | | 每位员工的成本： | | | |  | | | |
| **仓库管理人员/所有者是否热情？** | | | | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | |
| **该设施以前是否曾被用作仓库？** | | | | | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | |
| **价格（指定按月或按年）** | |  | | | | **租赁期限** | | | | | | | | | |  | | | | | | **可用的起始日期** | | | | |  | |
| **描述任何特殊的合同要求或安排** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **之前租户的推荐** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **其他备注** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **可用于建造临时储存单元的土地** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **地点名称** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **GPS 坐标 (DDD.dddddd)：** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **所有人** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **土地使用条款（租赁、出借协议、购买）** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **土地面积 (m²)** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **有围栏** | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **土地的实际条件（平整、沙地、需要平整等）** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **必要的基础设施（办公室、通信、水）** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **描述如何前往最近的主要运输路线** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| **描述周边区域的安保限制因素** | |  | | | |  | | | | | | | | | | | |  | | | | | | | |  | | | |
| 在此绘制所确定仓库的平面图： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |