

Nutrition Support Program Sindh
“Monthly Monitoring Checklist of Warehouse at district level”

Name of District :	Address of Location Site:	
Functional Since (Date):	Village/UC:	Taluka
Date and time of visit	Name & designation of monitor:	
Maintenance of Warehouse:		
Things to be monitored	Yes	No
Cleanliness		
Whitewash		
Ceiling condition (Leakage etc.)		
Floor cemented		
Ventilation		
Light		
Firefighting equipment		
Door/Windows		
Direct Sunlight		
Secure		

1. Are warehouse disinfected and sprayed every third month against insects, rodents and birds. Verify from records?
 1. Yes
 2. No
2. Is staking of cartons four inches of the floor? (Using wooden planks and approximately two feet away from any wall).
 1. Yes
 2. No
3. Is each consignment stacked separately? (To facilitate counting and access to hind stack?)
 1. Yes
 2. No
4. Is First-Expiry First-Out (FEFO) method followed?
 1. Yes
 2. No
5. Is staking of cartons according to prescribed protocols, maximum eight cartons only?
 1. Yes
 2. No
6. Are marking labels, manufacturers or expiry dates visible on every carton?
 1. Yes
 2. No
7. Is Bin Card present for each stake?
 1. Yes
 2. No
8. If Yes? Entries proper
 1. Yes
 2. No
8. How many times in the last quarter the following officials have visited warehouse?

Designation	Number of times
EDO (H) DHO	
District Focal Person	
Any other person: specify	

9. Frequency of supply received from
 - i. Monthly
 - ii. Quarterly
 - iii. Irregular

Mode of transportation: From Province warehouse to district warehouse_____

11. Physical Check at time of visit:

Items	Out of stock at time of inspection? Yes/No	Any stock Expired Yes/No	Physically Counted Stock in Hand (# Units)	Quantity recorded on Bin Card (Stock Ledger)	Quantity that is short	Quantity that is in excess

12. Problems and recommendations:

Name of visiting Supervisor: _____

Designation: _____

Signature: _____

User Guidelines for Monthly Monitoring Checklist of Warehouse at District

- a. Particulars:** Write background information regarding name of the district, address of location site, name of village and taluka. Also mention the date since when the warehouse started working. Mention the date and time of visit, followed by name and designation of the monitor.

b. Maintenance of Warehouse:

Monitor has to observe the general condition of the warehouse and reply accordingly either in “Yes” or “No.”

Cleanliness	Observe if overall warehouse is clean or dirty?
Whitewash	Is it properly whitewashed or has dirty walls?
Ceiling condition (Leakage etc.)	Is ceiling in contact or broken?
Floor cemented	Is the floor made up of cement and paved?
Ventilation	Is the place airy and has ventilation
Light	Is there proper arrangement of light or not
Firefighting equipment	Does the place have functional and appropriate type of fire extinguishers?
Door/Windows	Are there enough doors for easy access in the warehouse? Please also note for the emergency exit.
Direct Sunlight	Is the place sunny and bright or dark?
Secure	Is warehouse properly locked or has a guard outside to make it secure?

1. Monitor has to ask staff and check from the records for disinfecting and spraying of the place. It should be done every third month. Also try to observe if there are insects in warehouse.
2. Observe if the cartons are placed according to the standard protocols that are 4 inches of the floor and 2 feet away from the wall. Cartons should be placed in wooden planks. Write either “Yes” or “No” accordingly.
3. Mention if every carton/delivery piled separately to facilitate counting, so all the stacks are easily seen.

4. Ask if FEFO method is being followed or not. First expired and first out (FEFO) method is utilized in the order of items with the earlier date of consumption regardless of the date of entry or acquisition. Near expiry items should be preferably placed in front rows of racks. This information is documented in stock register. If the store management is following these rules, then write "Yes" otherwise "No."
5. Check, if the cartons are placed according to the standard protocol or not. It is mentioned that maximum eight cartoons should be stacked.
6. Check if all the cartons are clearly marked with expiry dates and labels. Monitor has to do the physical verification of it.
7. Check the presence of separate bin cards for each stake.
8. If bin cards are present, are they properly filled and updated? Verify from the stock register.
9. Ask the present staff about the frequency of visits done by various government officials like EDO (H)/DHO, District Focal Person or any other officer. Write the number of visits.
10. Check the frequency of supplies received at warehouse. Is it monthly, quarterly or with no definite time interval? Also check the register to confirm. Ask, which transport is used to deliver supplies e.g. truck, vans etc. from province to district ware house.
11. Monitor has to physical verify the following things at time of visit

Items	Stock out at time of Inspection? Yes/No	Any stock expired Yes/No	Physically Counted Stock in Hand (# Units)	Quantity recorded on Bin Card (Stock Ledger)	Quantity that is short	Quantity in excess
Name of item	Is there any absent/deficient item at time of visit	Is any medicine or supply has expired		Bin cards should be filled and updated for each item, in the store.	Write the name of items that are short in quantities. Book balance (Stock register) and physical balance (Col.4) should be tallied to note the short or excess quantity	Write the name of items with their excess quantities. Book balance (Stock register) and physical balance (Col.4) should be tallied to note the short or excess quantity

12. Monitor has to write briefly about the issues and suggestions/actions. The issues/suggestions should be mentioned about all the aforementioned areas.

In the end, the visiting supervisor has to mention the name and designation along with putting his signatures.