

# Warehouse Procedures Monitoring Checklist



Directorate of Central Warehouse and Supplies, Karachi  
Ministry of National Health Services, Regulations & Coordination,  
Government of Pakistan



# **Warehouse Procedures Monitoring Checklist**

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## **MARCH 2015**

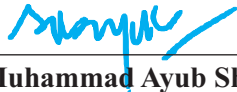
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## Foreword

A checklist is an important tool for effective monitoring and evaluation (M&E). This checklist has been developed to ensure that all important aspects of the various functions at the central warehouse and supplies (CW&S) Karachi are considered. It is hoped that the application of a standardized checklist will help the CW&S to assess its work against key performance indicators and ensure that best warehousing practices and procedures are adhered to. Moreover, the checklist can help the CW&S to determine if it has delivered against strategic priorities, met service delivery obligations and key stakeholder expectations and therefore reduced key risk indicators. This will also help the project to assess what is working and what is not, make adjustments to plans and strategies, and address new workforce and organizational issues that may arise.

It is hoped that the staff will make use of the checklist in all their M&E efforts.

We wish to convey our sincere appreciation for the generous technical and financial assistance extended by the U.S. Agency for International Development (USAID) through the USAID | DELIVER PROJECT Pakistan for strengthening health supply chain logistics systems for the Government of Pakistan and for enabling the development of this checklist.



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**Mr. Muhammad Ayub Sheikh**

Secretary

Ministry of National Health Services, Regulations & Coordination,  
Islamabad

# Warehousing System Monitoring and Evaluation Checklist

Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Next inspection date: \_\_\_\_\_

\*NS = Not Sure, \*NA = Not Applicable

| S.No | Warehousing                                                                                                                 | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-----------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                                             | Name               | Designation |          |     |    |     |     |                    |
| 1    | Stock is received by the designated staff and placed per the first-to-expire, first-out (FEFO) system.                      |                    |             |          |     |    |     |     |                    |
| 2    | For received stock, all shipment documents are properly reviewed and put into the file.                                     |                    |             |          |     |    |     |     |                    |
| 3    | Stock received is physically checked for quantity, quality, and packing.                                                    |                    |             |          |     |    |     |     |                    |
| 4    | For received stock, the barcodes of the cartons are scanned, and updates are made in the warehouse management system (WMS). |                    |             |          |     |    |     |     |                    |
| 5    | For received stock, a physical count is reconciled with the shipment documents.                                             |                    |             |          |     |    |     |     |                    |
| 6    | For received stock, damages, losses, errors, and discrepancies are reported.                                                |                    |             |          |     |    |     |     |                    |

| S.No | Warehousing                                                                                         | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-----------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                     | Name               | Designation |          |     |    |     |     |                    |
| 7    | For received stock, racks and items are named accordingly and reported in the WMS.                  |                    |             |          |     |    |     |     |                    |
| 8    | Stock received is shown in the WMS per location, racks, and pallets.                                |                    |             |          |     |    |     |     |                    |
| 9    | Stock received is shown in the correct quantity and product name in the -Bin Cards and Stock Cards. |                    |             |          |     |    |     |     |                    |
| 10   | Designated staff receiving the stock understand precisely the receiving procedures and systems.     |                    |             |          |     |    |     |     |                    |
| 11   | Designated staff are properly trained in receiving stock and reporting.                             |                    |             |          |     |    |     |     |                    |
| 12   | Designated staff understand the loss and damages policy for reporting.                              |                    |             |          |     |    |     |     |                    |
| 13   | Designated staff has all required stationery and equipment to do their work efficiently.            |                    |             |          |     |    |     |     |                    |
| 14   | Designated staff have the proper manuals and warehouse operating forms.                             |                    |             |          |     |    |     |     |                    |
| 15   | Stock requisitions are timely received for further action.                                          |                    |             |          |     |    |     |     |                    |

| S.No | Warehousing                                                                                                     | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-----------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                                 | Name               | Designation |          |     |    |     |     |                    |
| 16   | Stock is dispatched per the requested item and quantity.                                                        |                    |             |          |     |    |     |     |                    |
| 17   | Stock is dispatched per the FEFO system.                                                                        |                    |             |          |     |    |     |     |                    |
| 18   | Stock is dispatched, and a physical count is reconciled with the dispatched requisition.                        |                    |             |          |     |    |     |     |                    |
| 19   | Stock dispatched is properly reported in the WMS.                                                               |                    |             |          |     |    |     |     |                    |
| 20   | Designated staff have taken precautionary measures to safeguard stock from rodents, insects, loss, and damages. |                    |             |          |     |    |     |     |                    |
| 21   | Stock dispatched is accordingly updated in the Bin Cards and Stock Cards.                                       |                    |             |          |     |    |     |     |                    |
| 22   | Stock dispatched has been properly recorded in the WMS.                                                         |                    |             |          |     |    |     |     |                    |
| 23   | Stock dispatched has proper stock issuing vouchers and gate passes.                                             |                    |             |          |     |    |     |     |                    |
| 24   | Designated staff report and update the WMS on a regular basis.                                                  |                    |             |          |     |    |     |     |                    |
| 25   | Designated staff manage stock in the WMS per the FEFO system.                                                   |                    |             |          |     |    |     |     |                    |

| S.No | Warehousing                                                                                                                      | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|----------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                                                  | Name               | Designation |          |     |    |     |     |                    |
| 26   | Designated staff manage inventory by location, rack, and pallet.                                                                 |                    |             |          |     |    |     |     |                    |
| 27   | Designated staff can daily report and print stock sufficiency reports through the WMS.                                           |                    |             |          |     |    |     |     |                    |
| 28   | Designated staff can show the stock location, rack. and pallet of each item in the warehouse in the WMS.                         |                    |             |          |     |    |     |     |                    |
| 29   | Designated staff can report dispatched stock by stakeholder, district, and province in the WMS.                                  |                    |             |          |     |    |     |     |                    |
| 30   | Designated staff can report the received quantity by product, lot, location, and rack in the warehouse by using the WMS.         |                    |             |          |     |    |     |     |                    |
| 31   | All stock received and dispatched is correctly reported in the WMS.                                                              |                    |             |          |     |    |     |     |                    |
| 32   | All warehouse operating equipment, that is, stackers, fork lifters, computers, etc., are in functional condition and maintained. |                    |             |          |     |    |     |     |                    |

# Warehouse Safety and Security Evaluation Checklist

Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Next inspection date: \_\_\_\_\_

\*NS = Not Sure, \*NA = Not Applicable

| S.No | Warehouse Safety and Security                                                                           | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|---------------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                         | Name               | Designation |          |     |    |     |     |                    |
| 1    | Are all warehouse exits clearly marked and clear of obstructions (barriers)?                            |                    |             |          |     |    |     |     |                    |
| 2    | Are the warehouse ais clear of storage?                                                                 |                    |             |          |     |    |     |     |                    |
| 3    | Are all pallets, racks, and shelving in good condition and undamaged?                                   |                    |             |          |     |    |     |     |                    |
| 4    | Are all materials stacked properly and not leaning?                                                     |                    |             |          |     |    |     |     |                    |
| 5    | Are all materials secure and not leaning off the edges of the racks?                                    |                    |             |          |     |    |     |     |                    |
| 6    | Are guardrails (sign of dangerous area) present in areas of overhead storage above offices or platform? |                    |             |          |     |    |     |     |                    |



| S.No | Warehouse Safety and Security                                                             | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                           | Name               | Designation |          |     |    |     |     |                    |
| 7    | Do stacker operators get proper training to operate stacker or forklift?                  |                    |             |          |     |    |     |     |                    |
| 8    | Are horns used during backing, blind corners, and other potentially dangerous situations? |                    |             |          |     |    |     |     |                    |
| 9    | Do forklifts travel at safe speeds?                                                       |                    |             |          |     |    |     |     |                    |
| 10   | Are seat belts worn by operators?                                                         |                    |             |          |     |    |     |     |                    |
| 11   | Are keys removed and forks lowered when forklifts are parked?                             |                    |             |          |     |    |     |     |                    |
| 12   | Are stackers charged in a place free from combustibles and with adequate ventilation?     |                    |             |          |     |    |     |     |                    |
| 13   | Are fire extinguishers placed in each area of the warehouse and accessible?               |                    |             |          |     |    |     |     |                    |
| 14   | Are fire extinguishers checked monthly?                                                   |                    |             |          |     |    |     |     |                    |
| 15   | Are flammable and combustible materials stored in flammable storage cabinets?             |                    |             |          |     |    |     |     |                    |

| S.No | Warehouse Safety and Security                                                             | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                           | Name               | Designation |          |     |    |     |     |                    |
| 16   | Is there adequate equipment to minimize employee lifting of heavy or awkward objects?     |                    |             |          |     |    |     |     |                    |
| 17   | Are electrical outlets, junction boxes, and other electrical components properly covered? |                    |             |          |     |    |     |     |                    |
| 18   | Are extension cords in good repair, properly grounded, and so forth?                      |                    |             |          |     |    |     |     |                    |
| 19   | Are panel boxes doors labeled and closed?                                                 |                    |             |          |     |    |     |     |                    |
| 20   | Are individually keyed locks and tags available for lock and lockout tags of equipment?   |                    |             |          |     |    |     |     |                    |
| 21   | Are there equipment-specific has lock and lockout tags procedures?                        |                    |             |          |     |    |     |     |                    |
| 22   | Is personal protective equipment (PPE) available?                                         |                    |             |          |     |    |     |     |                    |
| 23   | Do employees know when to wear PPE?                                                       |                    |             |          |     |    |     |     |                    |
| 24   | Is PPE in good repair?                                                                    |                    |             |          |     |    |     |     |                    |
| 25   | Is PPE available?                                                                         |                    |             |          |     |    |     |     |                    |

| S.No | Warehouse Safety and Security                                                                           | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|---------------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                         | Name               | Designation |          |     |    |     |     |                    |
| 26   | Do designated staff randomly check the warehouse fire fighting system?                                  |                    |             |          |     |    |     |     |                    |
| 27   | Do designated staff maintain the warehouse building in good condition?                                  |                    |             |          |     |    |     |     |                    |
| 28   | Do designated staff monitor night and day security guards to ensure warehouse security?                 |                    |             |          |     |    |     |     |                    |
| 29   | Do designated staff properly lock the warehouse main doors and main exit gate?                          |                    |             |          |     |    |     |     |                    |
| 30   | Does the gate keeper/guard register visitor information as required?                                    |                    |             |          |     |    |     |     |                    |
| 31   | Does the gate keeper/guard check incoming and outgoing stock documentation and registering information? |                    |             |          |     |    |     |     |                    |

## Transport Evaluation Checklist

Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Next inspection date: \_\_\_\_\_

\*NS = Not Sure, \*NA = Not Applicable

| S.No | Transport                                                               | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                         | Name               | Designation |          |     |    |     |     |                    |
| 1    | Does the driver check the oil level daily?                              |                    |             |          |     |    |     |     |                    |
| 2    | Does the driver check the hoses monthly?                                |                    |             |          |     |    |     |     |                    |
| 3    | Does the driver check all belts monthly?                                |                    |             |          |     |    |     |     |                    |
| 4    | Does the driver check tire pressure daily?                              |                    |             |          |     |    |     |     |                    |
| 5    | Does the driver check coolant/antifreeze monthly?                       |                    |             |          |     |    |     |     |                    |
| 6    | Does the driver change the air filter according to recommended mileage? |                    |             |          |     |    |     |     |                    |

| S.No | Transport                                                                                       | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|-------------------------------------------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                                                 | Name               | Designation |          |     |    |     |     |                    |
| 7    | Does the driver change engine oil according to the recommended mileage?                         |                    |             |          |     |    |     |     |                    |
| 8    | Does the driver change the oil filter according to the recommended mileage?                     |                    |             |          |     |    |     |     |                    |
| 9    | Does the driver check the brake fluid every 3 months?                                           |                    |             |          |     |    |     |     |                    |
| 10   | Does the driver check the battery water level weekly?                                           |                    |             |          |     |    |     |     |                    |
| 11   | Does the driver check the steering fluid every 3 months?                                        |                    |             |          |     |    |     |     |                    |
| 12   | Does the driver check the headlights daily?                                                     |                    |             |          |     |    |     |     |                    |
| 13   | Does the driver have a spare tire in the vehicle?                                               |                    |             |          |     |    |     |     |                    |
| 14   | Is the driver aware of basic government traffic rules and regulations?                          |                    |             |          |     |    |     |     |                    |
| 15   | Does the driver carry the required documents, license, vehicle registration book, and so forth? |                    |             |          |     |    |     |     |                    |

| S.No | Transport                                                      | Responsible Person |             | Evidence | Yes | No | *NS | *NA | Conclusion/Remarks |
|------|----------------------------------------------------------------|--------------------|-------------|----------|-----|----|-----|-----|--------------------|
|      |                                                                | Name               | Designation |          |     |    |     |     |                    |
| 16   | Are the vehicles available in working condition when required? |                    |             |          |     |    |     |     |                    |
| 17   | Does the driver maintain the vehicle logbook properly?         |                    |             |          |     |    |     |     |                    |
| 18   | Does the driver maintain the vehicle fuel book properly?       |                    |             |          |     |    |     |     |                    |



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