

Warehouse Procedures Monitoring Checklist



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



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The Federal Ministry of National Health Services, Regulations & Coordination, Islamabad Pakistan. 2015. Warehouse Procedures Monitoring Checklist. Pakistan USAID | DELIVER PROJECT, Task Order 4, for the Federal Ministry of National Health Services, Regulations & Coordination, Pakistan.

MARCH 2015

This publication was produced for review by the U.S. Agency for International Development. It was prepared by the USAID | DELIVER PROJECT, Task Order 4. The authors' views expressed in this publication do not necessarily reflect the views of the U.S. Agency for International Development or the United States Government.

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.



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

Warehouse Safety and Security Evaluation Checklist

Date from: _____

Date to: _____

Name: _____

Designation: _____

Next inspection date: _____

*NS = Not Sure, *NA = Not Applicable

Transport Evaluation Checklist

Date from: _____

Date to: _____

Name: _____

Designation: _____

Next inspection date: _____

*NS = Not Sure, *NA = Not Applicable



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