

# WAREHOUSE

## INSPECTION CHECKLIST

Warehouse: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_

Warehouse Capacity (m<sup>2</sup> or MT): \_\_\_\_\_ Space Used (m<sup>2</sup> or MT): \_\_\_\_\_  
 Type of Warehouse (permanent, temporary, etc.): \_\_\_\_\_  
 Type of Materials in Warehouse (NFIs, Food, Medicines): \_\_\_\_\_  
 Type of floor (cement, dirt, wood, etc.): \_\_\_\_\_

### Warehouse Inspection (Interior):


<input checked="" type="checkbox"/>	Item Inspected	Recommended Action	Date Action Completed
<input type="checkbox"/>	Walls (check for holes, cleanliness, evidence of roof leaks)		
<input type="checkbox"/>	Roof (check for leaks or potential problems)		
<input type="checkbox"/>	Floor (check for roof leaks, cracks and holes)		
<input type="checkbox"/>	Doors (operation, seal, locks)		
<input type="checkbox"/>	Windows (operation, breaks, locks)		
<input type="checkbox"/>	Ventilation system		
<input type="checkbox"/>	Lighting (quantity of lights, working)		
<input type="checkbox"/>	General Cleanliness		
<input type="checkbox"/>	Evidence of pests or infestations		
<input type="checkbox"/>	Rodent control used (describe):		
<input type="checkbox"/>	Evidence of birds (nest, etc.) – seal off access points as possible		
<input type="checkbox"/>	Fire Extinguishers (locations, inspections up to date)		
<input type="checkbox"/>	Cleaning materials (available, sufficient)		
<input type="checkbox"/>	No Smoking signs		
<input type="checkbox"/>	First Aid Kit		
<input type="checkbox"/>	Tidy work area (including trash receptacles)		

<input type="checkbox"/>			
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### Commodity Stocks (Interior):

<input checked="" type="checkbox"/>	Item Inspected	Recommended Action	Date Action Completed
<input type="checkbox"/>	Ledgers up to date		
<input type="checkbox"/>	Ledgers show reconciliations and inspections		
<input type="checkbox"/>	Files kept in appropriate manner		
<input type="checkbox"/>	Bin cards on each stack		
<input type="checkbox"/>	Bin card balances agree with ledgers		
<input type="checkbox"/>	Commodities stacked separately according to type, package and consignment		
<input type="checkbox"/>	Stacks orderly, according to plan		
<input type="checkbox"/>	Commodities stacked on pallets or dunnage		
<input type="checkbox"/>	Pallets have no protruding nails or splinters		
<input type="checkbox"/>	Minimum 1-meter space between stacks, between stacks and walls, and below roof		
<input type="checkbox"/>	Maximum height limits respected		
<input type="checkbox"/>	No split/broken/damaged sacks or containers		
<input type="checkbox"/>	Evidence of rodents or insect infestation		
<input type="checkbox"/>	Spider webs / cocoons evident		
<input type="checkbox"/>	Unusual smells		
<input type="checkbox"/>	Sacks of commodities hardened		
<input type="checkbox"/>	Evidence of oil leakage		
<input type="checkbox"/>	Unfit commodities segregated		
<input type="checkbox"/>	Rodent traps - positioned correctly		
<input type="checkbox"/>	Physical inventory agrees with ledgers		
<input type="checkbox"/>			
<input type="checkbox"/>			

## Warehouse (Exterior):

	Item Inspected	Recommended Action	Date Action Completed
<input type="checkbox"/>	Walls (check for holes and evidence of leaks)		
<input type="checkbox"/>	Roof (check for leaks or potential problems)		
<input type="checkbox"/>	Drainage (check for standing water)		
<input type="checkbox"/>	Doors (operation, seal, locks)		
<input type="checkbox"/>	Windows (operation, breaks, locks)		
<input type="checkbox"/>	Clean defensible space		
<input type="checkbox"/>	Lighting (quantity of lights, working)		
<input type="checkbox"/>	Fire Extinguishers (locations, inspections up to date)		
<input type="checkbox"/>	Trash receptacles		
<input type="checkbox"/>	Loading docks (clean, in good working order)		
<input type="checkbox"/>	Stairs in good shape		
<input type="checkbox"/>	"No Smoking" signs		
<input type="checkbox"/>	Truck access in good condition		
<input type="checkbox"/>	Evidence of security breaches in compound walls		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			