|  |  |
| --- | --- |
| crslogo | **WAREHOUSE INSPECTION CHECKLIST** |

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**Warehouse:**        **Date:**

**Inspector 1:**       **Signature:**

**Inspector 2:**       **Signature:**

**Inspector 3:**       **Signature:**

**Warehouse Capacity (m2 or MT):**  **% used by CRS:**

**Type of Warehouse (permenent, temporary, etc.):**

**Type of floor (cement, dirt, wood, etc.):**

**Warehouse (interior):**

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

**Commodity Stocks (interior):**

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

**Warehouse (exterior):**

|  |  |  |  |
| --- | --- | --- | --- |
| **[x]**  | **Item Inspected** | **Recommended Action** | **Date Action Completed** |
| **[ ]**  | Walls (check for holes and evidence of leaks) |       |       |
| **[ ]**  | Roof (check for leaks or potential problems) |       |       |
| **[ ]**  | Drainage (check for standing water) |       |       |
| **[ ]**  | Doors (operation, seal, locks) |       |       |
| **[ ]**  | Windows (operation, breaks, locks) |       |       |
| **[ ]**  | Clean defensible space |       |       |
| **[ ]**  | Lighting (quantity of lights, working) |       |       |
| **[ ]**  | Fire Extinguishers (locations, inspections up to date) |       |       |
| **[ ]**  | Trash recepticles |       |       |
| **[ ]**  | Loading docks (clean, in good working order) |       |       |
| **[ ]**  | Stairs in good shape |       |       |
| **[ ]**  | “No Smoking” signs |       |       |
| **[ ]**  | Truck access in good condition |       |       |
| **[ ]**  | Evidence of security breaches in compound walls |       |       |
| **[ ]**  |  |       |       |
| **[ ]**  |  |       |       |
| **[ ]**  |  |       |       |