

Basic guidelines regarding warehouses and storage

1. Selecting an appropriate warehouse

Capacity

Ideally, DHMTs/DLO should try to find one warehouse that will have enough capacity to hold all the nets to be received. Having multiple smaller warehouses is more difficult to manage and requires more personnel.

Location and accessibility

Most importantly, districts warehouse(s) will need to be located in an area that allows access to 8-30ton trucks as these are the type of trucks that will be delivering the nets to these facilities. Trucks will need space to manoeuvre and will need access directly to the warehouse door(s) for off-loading.

Warehouse doors: Ideally, the warehouse should have two access doors in order to allow simultaneous loading and off-loading (to allow for receiving and dispatching two trucks at the same time, which saves time).

Condition

Warehouses must be in reasonable good condition (clean, no roof leaks, no dirt floors, etc.) and be secure (locking doors, secured windows). They must not have been used to store toxic materials, fuel, engine oil, etc... and they must not have been used as vehicle repair shop! Even if already clean, they must be cleaned again before storing the nets.

Security

Warehouses at all levels must be secure, i.e.: having guards day and night, even if doors are locked. Cost of guards and security must be put in the logistics budget.

2. Warehouse Management

Standard warehouse management procedures must be applied (i.e.: using stock sheets, filing waybills, performing regular physical inventories). However, FIFO (first in, first out) rule does not apply, bales can be put close to the walls (as long as there are no leaks) and can be piled as high as possible. However, they must be stacked in an orderly manner to allow for easy counting when performing physical inventory.

3. Handling (loading and off-loading)

The loading / off-loading operations must be done with proper control. Bales must be counted, as they are off-loaded to ensure that the exact number received or to be shipped corresponds to what is on the waybill



**Government of Sierra Leone
Ministry of Health and Sanitation
National Malaria Control Programme**

Warehouse Selection Assessment Guide

District: _____

Chiefdom: _____

Warehouse Location : _____

Date of Visit: ____ / ____ / ____

Size of Warehouse : length : ____m x width: ____m = m²____ height: ____m

Access / Doors : Principal) height: ____m width: ____m Alternate 1) height: ____m width: ____m

Nbr of doors truck can enter : ____ Others ____ Alternate 2) height: ____m width: ____m

Name of Warehouse Supervisor: _____

Contact Tel: _____

General Observations:						Comments:
Are storage areas generally clean and tidy?				Yes	No	
Is the warehouse well secured (burglar bars on doors and windows, padlocks in place, no broken glass)				Yes	No	
Warehouse contract provides for security guards?				Yes	No	How many? Day ____ night ____
Can the warehouse be kept locked at all times ?				Yes	No	
Is fire safety equipment available and accessible to personnel? (fire extinguishers, water hose, pails of sand)				Yes	No	If yes, indicate how many.
Fire extinguishers?		Pails of sand?				
Are security (or other) personnel trained for fire reponse?				Yes	No	
Is the warehouse; dry, well lit (Daylight)?				Yes	No	
Is the warehouse secure from water penetration? **look for water marks on the walls, rusted roofs, gaps in roofing**				Yes	No	
				Yes	No	
				Yes	No	

Observation:

Names of Assessors:	Organization	Phone Number	Signature