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| MISSION |  | REGION |  |
| DATE |  | COMPILED BY |  |
| EMAIL |  | PHONE |  |

# Rapid Logistics Assessment

Warehouse

| **Final Checklist for Warehousing Needs and Facilities** | | **Done** | **Comments** |
| --- | --- | --- | --- |
| 1 | Determine the current and expected level of stocks (items, weight and volume) and expected storage duration |  |  |
| 2 | Assess the available warehouses in the affected area(s) |  |  |
| 3 | Initiate agreements for leasing of warehousing |  |  |
| 4 | Initiate the recruitment of warehousing staff if necessary |  |  |
| 5 | Initiate a cargo tracking and inventory management systems |  |  |
| 6 | Check the availability of temporary storage units (e.g. Rubb halls) |  |  |

### Where can you find information on warehouses?

Following chapters of the LCA: Commercial storage, storage used by humanitarian organizations, public sector storage, cold chain storage.

Logistics Cluster website: Concept of Operations (CONOPS)

Yellow Pages

UN organisations, NGOs and private companies

Major importers and wholesalers (see local supplies market section in LCA)

http://log.logcluster.org/response/warehouse-management/index.html

### Useful tips:

In the process of the selection of your warehouse(s), feedback from users will be useful (UN organisations, NGOs and private company).

Consider sharing warehouse space with other NGOs as a cost-saving measure but ensure very clear delineation of space, controls and liabilities

Check the possibilities of finding temporary mobile storage structures (MSU’s)

Check that the cost calculation follows the same methodology between different agents (Metric tons, volume, and surface area) and then compare the prices. (At the end the price should not be the single criteria for selection)

Take pictures while visiting potential warehouses.

Keep in mind that you will probably have the owner giving you a visit and then, trying to “sell” you the place. Pay attention to details.

Make a drawing of the set up

| **Warehouse Assessment** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Identification of current warehousing | | | | | | | | | | | | |
| Is there a need to secure additional warehousing for humanitarian community? | | | Yes No If yes what is the total space required? | | | | | | | | | |
| **What type of services/ warehousing is required?** | | | Bonded warehouse  A warehouse that you will manage on your own or a warehouse that will be managed by service supplier (private/government etc...)  Specific storage due to the nature of goods (bulk, medical supplies, vaccines, hazardous and combustible items)  Specific tracking measures (batch number, expiry dates)  Repacking and labelling  Temperature controlled  An area for sorting and consolidating different goods  Specific security measures for sensible or high value commodities  Others: | | | | | | | | | |
| **Location/s** | | | | **Duration** | | | **Capacity m²/m³** | **Other requirements (access to railway, raised loading, handling equipment, etc...)** | |
| Cold storage | | | Yes No | | | | | | |  | | |
| Covered area | | | Yes No | | If yes, what size? | | | | | | | |
| Fully enclosed/food grade warehouse | | | Yes No | |  | | | | | | | |
| **Selection of an appropriate structure**  **(Refer to warehouse section in LCA for list of warehouses)** | | | | | | | | | | | | |
|  | **Warehouse 1** | | | **Warehouse 2** | | | | | **Warehouse 3** | | | **Warehouse 4** |
| **Address + GPS viewpoint** |  | | |  | | | | |  | | |  |
| **Ownership – contact details** |  | | |  | | | | |  | | |  |
| **Management/**  **Responsibility of?** |  | | |  | | | | |  | | |  |
| **Is the capacity sufficient?** | Total m²:  Total m³:  Sufficient: Yes No | | | Total m²:  Total m³:  Sufficient: Yes No | | | | | Total m²:  Total m³:  Sufficient: Yes No | | | Total m²:  Total m³:  Sufficient: Yes No |
| **Type** | Covered  Open  Tent  Container  Other: | | | Covered  Open  Tent  Container  Other: | | | | | Covered  Open  Tent  Container  Other: | | | Covered  Open  Tent  Container  Other: |
| **Access (raised siding, flat, paved road, no tight turns, overhead wires))** | Raised siding  Flat  Paved road  No Tight turns  Overhead wires  Multiple doors  Other: | | | Raised siding  Flat  Paved road  No Tight turns  Overhead wires  Multiple doors  Other: | | | | | Raised siding  Flat  Paved road  No Tight turns  Overhead wires  Multiple doors  Other: | | | Raised siding  Flat  Paved road  No Tight turns  Overhead wire  Multiple doors  Other: |
| **General Condition** | New  Working Condition  Need repairs | | | New  Working Condition  Need repairs | | | | | New  Working Condition  Need repairs | | | New  Working Condition  Need repairs |
| **Roof Condition** | Good Leaking | | | Good Leaking | | | | | Good Leaking | | | Good Leaking |
| **Security in place** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Type - (guards, cameras)** |  | | |  | | | | |  | | |  |
| **Facilities for guards?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Is warehouse fenced?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Facilities available** | Office space  Telephone  Internet  Electricity  Toilets  Extinguishers  Kitchen area  Lights  Other: | | | Office space  Telephone  Internet  Electricity  Toilets  Extinguishers  Kitchen area  Lights  Other: | | | | | Office space  Telephone  Internet  Electricity  Toilets  Extinguishers  Kitchen area  Lights  Other: | | | Office space  Telephone  Internet  Electricity  Toilets  Extinguishers  Kitchen area  Lights  Other: |
| **What handling equipment is there (fork lifts, pallets etc.)** | Fork lift  Pallets  Hand jack  Scale  Racks  Other: | | | Fork lift  Pallets  Hand jack  Scale  Racks  Other: | | | | | Fork lift  Pallets  Hand jack  Scale  Racks  Other: | | | Fork lift  Pallets  Hand jack  Scale  Racks  Other: |
| **Type of floor** | Concrete  Paved  Sand  Soil/ dirt  Other | | | Concrete  Paved  Sand  Soil/ dirt  Other | | | | | Concrete  Paved  Sand  Soil/ dirt  Other | | | Concrete  Paved  Sand  Soil/ dirt  Other |
| **Ventilated** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Risk of flooding** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Cold Storage** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Type cold store** **(cold room, freezer, etc.)** |  | | |  | | | | |  | | |  |
| **Access to transport infrastructure?** | Road  Rail  Air | | | Road  Rail  Air | | | | | Road  Rail  Air | | | Road  Rail  Air |
| **Is there warehouse staff available?** | Yes No  # \_\_\_\_\_\_\_\_\_  Cost p/staff----------- | | | Yes No  # \_\_\_\_\_\_\_\_\_  Cost p/staff----------- | | | | | Yes No  # \_\_\_\_\_\_\_\_\_  Cost p/staff----------- | | | Yes No  # \_\_\_\_\_\_\_\_\_  Cost p/staff----------- |
| **Is there an inventory mgt system in place?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Is there enough outside space to store containers?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Is the outside space suitable to land a helicopter?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Does this warehouse respond to the needs?** | Yes No | | | Yes No | | | | | Yes No | | | Yes No |
| **Other consideration:**  **1/ Previous use of facilities?**  **2/ Availability at short notice?**  **3/ Any reference from other customers?**  **4/ Price?**  **5/ Lease duration** | 1/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2/ Yes No  3/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 1/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2/ Yes No  3/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | 1/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2/ Yes No  3/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 1/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2/ Yes No  3/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4/ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other comments** |  | | |  | | | | |  | | |  |
| **Land available to erect temporary storage units** | | | | | | | | | | | | |
| **Location name:**  **Location GPS Waypoint:** | | **Owned by** | | | | **Fenced** | | **Condition land (flat, sandy, needs levelling..)** | | | **Size land**  **m²** | |
|  | |  | | | | Yes No | |  | | |  | |
|  | |  | | | | Yes No | |  | | |  | |
|  | |  | | | | Yes No | |  | | |  | |
| Please draw here in plan of the setup of identified warehouses: | | | | | | | | | | | | |