Warehouse Management Policy and Procedures Guideline Outline (Sample)

1. **INTRODUCTION** (Stating purpose and scope of the warehousing function)
2. **STAFFING NEEDS** (Minimum and maximum requirements. Provide required skill sets and TOR’s)
3. **STORAGE FACILITIES**
   - Location and Site (Identify scenarios for different situations)
   - Roofing and Flooring (Specify what is required)
   - Utilities and Services (Identify the minimum standards required)
   - Security (For goods in all circumstances and staff in conflict environment)
   - Access
   - Office (Minimum standard)
4. **ORGANIZATION of WAREHOUSE SPACE**
   - Layout
   - Planning
   - Operating Schedules
   - Fire Safety
   - First Aid
   - Accessories
   - Methods of Storage
5. **DOCUMENTATION**
   - Mercy Corps Goods Received Note
   - Mercy Corps Waybill
   - Warehouse Register
   - Stock Record
   - Warehouse Bin Card
   - Store Release
   - Packing List
6. **AUTHORITY and RESPONSIBILITIES**
   - Organisational structure
   - Schedule of Responsibilities
7. **RECEIPT of MATERIALS**
   - Responsibilities and Procedures
   - Receiving Procedures
   - Discrepancies
8. **MATERIALS in STOCK**
   - Responsibilities and Procedures
   - Items received “damaged”
   - Broken packaging resulting in loss
   - Stock Levels
   - Requirements for special storage
9. **MATERIALS in TRANSIT**
   - Documentation
   - Management and movement requirements
10. **DISPATCH / RELEASE of MATERIALS**
    - Responsibilities and Procedures
    - Collected Materials
    - Delivered Materials
    - Materials on Loan
    - Operational Stock
    - Returned Materials
    - Consumables
    - Gate Pass
11. **INVENTORY CONTROL**
- Carrying out an Inventory Check
- Stock Level Adjustments
- Purpose
- Procedure
- Removal of items from Inventory

12. DATA MANAGEMENT / FILING
   - Procedure (Outline)

13. REPORTING
   - Disposal reports
   - Monthly or weekly or by-weekly inventory reports
   - Damage reports

14. WAREHOUSE INSPECTIONS
   - Schedule
   - Responsibilities and Procedures

15. APPENDICES
   - Format of documents and templates