Quality Control Check Lists

How to use:
The responses to the questions could be either:

Yes: meaning more than 80 per cent implemented
No: less than 20 per cent implemented
Partially: between 20 and 80 per cent implemented

PROCUREMENT SYSTEMS LEVEL

1. Staffing
   - Are number of staff reasonable and are staff suitable for positions
   - Is knowledge and training at adequate level

2. Documents/Process
   - Are procurement requisitions used, filled in and coded correctly
   - Are procurement requisitions authorised correctly
   - Is each requisition recorded and a file opened
   - Is a detailed request for quotation used when applicable
   - Are correct documents requested from suppliers when needed
   - Are at least three quotes obtained where applicable
   - Is competitive quotations process conducted fairly
   - Is the CBA duly filled, authorised and filed correctly
   - Are purchases authorised correctly
   - Is inspection of samples undertaken when appropriate
   - Are LPOs used, filled in and coded correctly
   - Are LPOs authorised correctly
   - Is inspection on delivery correctly done when appropriate
   - Are GRNs used to confirm receipt of goods from supplier
   - Are Delivery Notes used to confirm delivery
   - Are invoices coded, checked and authorised correctly
   - Are files closed and retained for audit
   - Is a suppliers file kept and regularly updated
   - Are standard goods lists and prices in use, checked with LO

3. Authority
   - Are authorisation limits clearly set and disseminated among staff
   - Is there an official stamp and is it secure
   - Are authority signatures recorded for cross reference

4. Reporting
   - Are reports on requisition status produced on a regular basis
   - Are these passed to clients/Departments?

TRANSPORT SYSTEMS LEVEL

1. Staffing
   - Are staff number reasonable and staff suitable for positions
   - Is knowledge and training at adequate level

Total grade for staffing Rate: 0%
2. Fleet State and Control
   - Is allocation for operation correct and vehicle type applicable
   - Is all private use authorised
   - Is all private use charged
   - Is a pool system used and is despatching controlled and effective
   - Are vehicles clean and tidy with correct markings and roadworthy
   - Do all vehicles carry correct tools and first Aid Kits
   - Are journeys correctly authorised and mission instructions used
   - Security: Are speed limits rules set and followed
   - Security: Are seat belt rules set and followed
   - Is a key system with security measures in place and adhered to

   Total grade for fleet state & control Rate 0%

3. Vehicle's Documents
   - Do all vehicles have vehicles files
   - Do all vehicles have up to date insurance and registration
   - Do all vehicles carry up date and correctly filled log books

   Total grade for Vehicle's Documents Rate 0%

4. Document Staff
   - Do all drivers have files with correct up to date info
   - Have drivers been tested and is this recorded
   - Are drivers licences carried and valid for vehicles they are driving
   - Have drivers signed standard rules and regulations
   - Are drivers personal details and disciplinary record on file

   Total grade for Document Staff Rate 0%

5. Fuel
   - Are fuel issues and receipt documents used and authorised
   - Are fuel LPOs checked against del. note & invoice
   - Are fuel receipts recorded in the vehicle log book
   - Are all fuel records reconciled at least on monthly basis

   Total grade for Fuel Rate 0%

6. Maintenance
   - Are maintenance records up to date in vehicles files
   - Are A and B services carried-out and strictly adhered to
   - Are repairs and services authorised according to standard levels
   - Are standard drivers daily checks in place and used
   - Are faults reported and these reports acted on immediately

   Total grade for Maintenance Rate 0%

7. Reporting
   - Is TMS installed and up to date
   - Are TMS reports made on a regular basis
   - Are these reports accurate
   - Is action taken against warning indicators
   - Are reports submitted to relevant locations

   Total grade for Reporting Rate 0%
Quality Control Check Lists

*Total performance for Transport Rate 0%*

**WAREHOUSING SYSTEMS LEVEL**

1. **Staffing**
   - Is staff number reasonable and staff suitable for positions
   - Is knowledge and training at adequate level?
   Total grade for staffing Rate: 0%

2. **System:**
   - Receipt Are test checks carried out and recorded on receipt of goods
   - Are incoming waybills checked and filed correctly
   - Are Goods Receipt Notes used
   - Are bin cards issued and filled correctly, recording all info.
   - Are stock cards updated and filled correctly, recording all info.
   - Is off loading adequately supervised and accountable
   - Is a floor plan used and goods stacked according to ref., donor.
   Total grade for Receipt System Rate 0%

3. **Systems:**
   - Store Are physical stock checks carried out + reported on a regular basis
   - Are stores inspections carried out weekly?
   - Are goods stored correctly (mixing goods, pallets, stacking, etc.)
   - Are only authorised personnel allowed into the warehouse?
   - Are stores, pallets and tools clean and in good condition
   - Is asset register for warehouse up to date?
   - Are key holders nominated and key security rules in place?
   - Is an official stamp and signature list in use and secure
   Total grade for Storing System Rate 0%

4. **Systems:**
   - Despatch Are requisitions used and authorised to release items
   - Is stock properly rotated?
   - Is loading adequately supervised and accountable
   - Are Federation waybills used and filled correctly
   - Are gate passes used or other security systems implemented
   - Are losses accounted for and filed correctly
   Total grade for Despatch system Rate 0%

5. **Reporting**
   - Are weekly and monthly stock reports produced on time?
   - Are the reports according to an agreed format?
   - Are reports distributed to the correct locations?
   - Is a plan used to show stock position and updated
   Total grade for reporting system Rate 0%

*Total performance for Warehousing Rate 0%*