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
 - Laryout
 - Planning
 - Operating Schedules
 - Fine 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
 - Disorepancies
- 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
 - together and the control of
 - Returned Materials
 - Consumables
 - Gate Pass
- 11. INVENTORY CONTROL

Warehouse Management Policy And Procedures Guideline

Anthony S. Fauci

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