

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**

Warehouse Management Policy And Procedures Guideline

Rosina Ehmann



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