



Warehouse Assessment Guideline for Emergency Preparedness and Response

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List of Abbreviations

ABBREVIATION	DESCRIPTION
DMD	Disaster Management Department
JT	Joint Team
NFI	Non-Food Items
NFRA	National Food Reserve Agency
NGO	Non-Government Organization
PMO	Prime Minister's Office
PPC	Policy, Parliamentary and Coordination
PV	Photovoltaic
UPS	Uninterruptible Power Supply
WFP	World Food Programme

1.1 Background

The United Republic of Tanzania, through the Prime Minister's Office (PPC) - Disaster Management Department (PMO-DMD) in collaboration with the Logistics Cluster through the World Food Programme (WFP) is implementing the Field-based preparedness project (FBPP). This initiative aims to enhance the logistics capacity by fostering collaboration among a broad network of partners and national actors, thereby developing a unified approach to logistics preparedness.

The project supports the strengthening of Tanzania's logistics capacity to better manage the movement, storage, and distribution of relief supplies before and during emergencies. It emphasizes strengthening capacity through targeted activities such as facilitating training, resource optimization, and skill enhancement for national logistics actors involved in emergency preparedness. By strengthening these foundational elements, the initiative seeks to ensure a more robust response to humanitarian emergencies.

1.2 Rationale of the Guideline

Investing in preparedness saves lives, time and money during emergency response. Recent studies show that supply chain accounts for an average of 73% of humanitarian response costs ([HELP Logistics & Kuehne Logistics University, 2018](#)). Logistics preparedness can lead to response time saving. This guideline aims to establish a comprehensive framework for the utilization of public warehouses, outlining the improved management modalities, roles and responsibilities of all stakeholders, including the private sector. The guideline will ensure effective governance, accountability, and sustainability of warehouse operations.

1.3 Scope and Objectives of the Guideline

The purpose of this guideline is to establish standard measures for assessing strategic humanitarian relief warehouses across the country stocked with non-food relief items and warehouses stocked with food items to ensure their suitability for emergency response and preparedness. The guideline provides a structured approach for evaluating potential warehouse facilities, ensuring they meet the specific requirements of humanitarian emergency operations. The specific objectives include:

- i. Conducting on-site assessment of strategic humanitarian warehouses.
- ii. Assessing operational workflows and stock control processes.
- iii. Assessing management practices and staff capacity.
- iv. Identifying bottlenecks by analyzing processes related to reporting or record-keeping.
- v. Analyzing and prioritizing inventory needs based on emergency response requirements, historical data on disaster frequency and severity, and the effectiveness of reordering systems.

1.4 Assessment

1.4.1 Storage Details

The tool should assess the type of storage, whether a standard warehouse is used or silo for storing bulk grain, the kind of commodity stored if it is medical items, food items or non-food items and the capacity that can be stored in metric tons. Assessing if the storage facility is permanent or temporary (rent) to make data-driven decisions regarding the construction of a

permanent facility where necessary, particularly in disaster prone areas as well as assessing the status of insurance on the property to provide adequate protection of facility and the items stored.

1.4.2 Storage Accessibility

Assessing the means of transport and distance to/from the airport, railway station or siding and port. Obtain information from truck drivers, locals and other agencies on traffic congestion, road surface, flooding, landslides and terrain for the corridor of transport options to the storage facility and onwards to the beneficiaries. Assessing the nature/type and size of the access road to the facility from the main road to ensure the warehouse is accessible throughout the year. The tool should also assess the number of regions served and ascertain access issues to the storage facility to make decisions regarding the construction of other facilities in the area.

1.4.3 Utility, Safety and Security Assessment

Assessing the availability and quality of utility infrastructure including electricity, power backup sources (standby generators, UPS or solar PV), water supply and sanitation facilities and communication status at the facility. Safety and security issues such as fencing, security lights, security guards, surveillance system, fire detection, alarming and firefighting tools and equipment will be assessed.

1.4.4 Structural Assessment of the Storage Facility

Identifying and assessing floor, wall, roof, gutter system and their condition to ensure structural integrity. Assessing the availability and condition of cargo trucks maneuvering area as it is important that the warehouse has enough space to allow trucks to turn around within the yard as well as reversing in and out of the warehouse for easy offloading and loading. The warehouse facility must have room for lockable cabinets or strong rooms where small but high-value and attractive goods can be safely stored and the office space to accommodate staff.

1.4.5 Assessment of the Warehouse Surrounding Area

The warehouse must be in an area with good drainage infrastructure and should not flood during the rainy season. Assessing the presence of the vegetation around the warehouse area as it can be a source of contamination from seeds, pests and vermin. The area should be adequately clear of vegetation to enhance security and reduce contamination and spoilage.

Assessing the availability of adequate space for current needs and future expansion of existing warehouse facilities.

1.4.6 Storage Management and Operations

Storage facility management and operations assessment focuses on reviewing operational practices during receiving, storing, issuing goods and stock/inventory tracking systems. This is to ensure real-time inventory tracking, reducing errors, increasing efficiency, forecasting and better decision-making. Assessing temperature and moisture control measures in place as it is crucial in ensuring the quality of the stored goods. Moreover, the assessment aims to ascertain whether the available Inventory in the warehouse is sufficient to meet the requirement in case of any emergency in the regions served by the specific warehouse. Warehouse handling equipment required to perform tasks such as pallet jacks, forklifts, dolly trolleys, bagging machines together with storage equipment like pallets, boxes, bags, and shelves will also be assessed.

1.5 Reporting

The assessment report will cover all the findings regarding storage details; storage accessibility; safety, utility and security; structural integrity of the warehouse; warehouse surrounding areas; warehouse management and operation practices. Additionally, the report will also include warehouse stock inventory, warehouse diagrams and site photos during visit.

1.6 Custodianship and Strategic Users of the Guideline

Creating effective guidelines for warehouse assessment tailored to disaster preparedness and response requires a comprehensive approach involving various stakeholders and addressing specific local needs. Thus, custodianship and strategic users of this guideline include Government Agencies, NGOs, Private Sectors, Local government, Humanitarian Organizations, Community Based Organizations, and Private Logistics Firms.

1.7 Approach and Process

This Guideline was prepared by a Joint Team (JT) from WFP, PMO-DMP, NFRA and the Fire and Rescue Force. The preparation of this Guideline used participatory approaches, whereby relevant documents were reviewed, and key stakeholders were consulted to give their views and opinions regarding the management and operation, accessibility, safety, utility, security, and structural integrity of the storage facilities.

Annex

Annex 1: Warehouse Assessment Checklist

A. General Information

Date of Inspection:

Inspecting Team (box).....

Warehouse name

Warehouse Owner.....

Warehouse Location

ZoneRegional District Ward
..... Village/street

Geo-Coordinates

B. Storage Details

Type of Storage: (Warehouse/ Silo)

Stored Commodity: (NFIs & Food)

Capacity..... (In MT)

Storage duration: (Permanent/Temporary)

Storage dimension

.....

Diagram of WH/ Silo (Annex i)

Insurance on Property:

C. Storage Accessibility

i. Accessibility type: Road Railway Air Water

ii. Distance to/From:

a) Airport km.

b) Railway..... km.

c) Port..... km.

iii. Distance to/From: Main Road..... km.

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- iv. Road type: (Tarmac/Gravel/Concrete)
- v. Road width: M.
- vi. Mention Distribution Centers in Zone:
- vii. History of access issues to location from main road, borders, airports, and capital
.....
.....
.....

D. Safety, Utility and Security Assessment:

- i. Is the facility installed with electricity?
Yes/No
- ii. Is there any working Power backup source at the facility?
Yes/No.....
If Yes, Mention
- iii. What is the capacity of available Power backup source?
- iv. Is there a history of power outages?
Yes/No.....
- v. Are the Internal lightings properly working in the warehouse?
Yes/No..... If No, Describe.....
- vi. Is the lightning arrester protection installed?
Yes/No.....
- vii. Is the facility equipped with functional water supply and sanitation system?
Yes/No..... If No, Describe.....
- viii. Is there any reserve water storage tank at the facility?
Yes/No.....
- ix. Provide Communication status at the facility:
Internet connectivity: Yes/No

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Provider.....

Telephone line Yes/No

Mobile Network Connectivity: (Excellent/Good/ Fair/Poor)

Providers:

- x. Is Perimeter fence installed and secure?
Yes/No
- xi. Are Security Guards present at the facility?
Yes/No
- xii. Are security lights installed and properly working?
Yes/No
- xiii. Is there any installed and working surveillance system?
Yes/No
- xiv. Are fire extinguishers installed throughout the warehouse and in good conditions?
Yes/No If no, describe.....
- xv. Are fire alarms/detectors present and operational?
Yes/No
- xvi. Are the staff personnel trained on how to use firefighting system?
Yes/No.....
- xvii. Is the warehouse equipped with motion detectors, door sensors or other alarm systems?
Yes/No
- xviii. Is there any installed and visible signage?
Yes/No..... Describe.....
- xix. Is there any history of break-ins in area?
Yes/No If yes, describe.....
- xx. Is first aid kit available and functional?
Yes/No..... If no, describe.....
- xxi. What is the pest control measures in place?
Mention.....

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E. Structural assessment of warehouse:

- i. Floor type: (concrete/timber/stones/earth)
- ii. Floor condition: (Excellent/Good/Moderate/Poor)
Please State
- iii. Wall Type: (Timber/Block/Metal Sheet)
.....
- iv. Are warehouse walls plastered and painted?
Yes/No
- v. Wall condition: (Excellent/Good/Moderate/Poor)
.....
Please State
- vi. Roof cover: (Iron Sheet/Tiles)
.....
- vii. Roof condition: (Excellent/Good/Moderate/Poor)
Please State
- viii. Is there any sign of water leaks in the roof?
Yes/No
- ix. Are gutter systems fitted?
Yes/No
- x. What is the condition of the gutter system?
(Very poor/Poor/Good/Excellent)
- xi. Are windows and vents well proofed to prevent insect and bird?
Yes/No
- xii. Is the truck entry and maneuvering area available and in good condition?
Yes/No
- xiii. What is the maximum truck capacity and size the facility can handle?
.....
- xiv. Are there any Staff's office at the warehouse or other separated room for the office purpose?
Yes/No

F. Assessment of the Warehouse Surrounding Area:

- i. Road type: (Concrete/Gravel/Pavement)
- ii. Number of entry points.....
- iii. Condition of the available internal roads: (Excellent/Good/Moderate/Poor)
..... If moderate/ poor, describe.....
- iv. Land/Plot Size M².

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v. Is there any space available to build or assemble additional storage?

Yes/ No

vi. Ground type: (Grass / Soil/ Concrete/ Gravel)

.....

vii. Vegetation clearing required?

Yes/ No

viii. Drainage infrastructure in place?

Yes/No

ix. Is there any history of flooding in area?

Yes/No

x. Land requires compacting, elevating or hard stand/gravel installation?

Yes/No

G. Warehouse Management and Operations

i. What are the methods used to control temperature and moisture in a W/house or Silos? Ventilation/ Aeration

ii. Is a weighing scale available, working properly and certified?

Yes/ No If no, describe.....

iii. Are there any tracking systems in place to monitor goods during transportation?

Yes/No.....

iv. What is the average picking time of goods upon request?

v. Is there any available handling equipment in the warehouse?

Yes/No

vi. List available handling equipment.....

vii. Are the goods in the warehouse arranged properly?

Yes/No Describe

viii. Is there any digital Inventory Management System used in managing Inventories?

Yes/No.....

ix. Mention available Inventory Management

System.....

x. Mention documents used during receiving of goods

.....

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- xi. Mention documents used during storage of goods
.....
- xii. Mention documents used during issuing of goods
.....
- xiii. Is there availability of space and resources required for Kitting or re-bagging
Yes/No.....
- xiv. Have you experienced any disaster event in the regions served by the zonal warehouse in the past five years? Yes/No
If yes, mention.....
- xv. During the above-mentioned disaster event (s), was the stock enough to serve the affected area? Yes/No
If no, mention shortages.....
- xi. Is the available Inventory in the warehouse sufficient enough to meet the requirement in case of an emergence?

Available Inventory (annex ii, attachment)

H. General Impression:

Does the facility meet current and future needs?

Yes/No/With some refurbishment.

.....
.....
.....

Recommendation:

.....
.....
.....

Signature and date: