|  |  |  |  |
| --- | --- | --- | --- |
| **Distribution site name/#:** |  | **Date:** |  |
| **Location of site:** |  | **Date of last site visit:** |  |
| **This is a (circle one):** | regular visit / follow-up visit |  |  |
| **Name of person(s) in charge of store:** |  |
| **Name of person(s) authorized to receive food:** |  |

**A. Answer every question**. (For every “No” answer, provide an explanation in Section C.)

|  |  | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Physical Inspection**  |  |  |  |
| 1. | Is there adequate ventilation? | 🞏 | 🞏 | 🞏 |
| 2. | Are the roof, walls, and doors structurally sound? | 🞏 | 🞏 | 🞏 |
| 3. | Is there rodent excrement on the floor or stacks? | 🞏 | 🞏 | 🞏 |
| 4. | Are there insects flying inside the store? | 🞏 | 🞏 | 🞏 |
| 5. | Is the storage site and surrounding area free from garbage? | 🞏 | 🞏 | 🞏 |
| 6. | Are commodities stacked on pallets (for ventilation and moisture control)? | 🞏 | 🞏 | 🞏 |
| 7. | Are commodities properly stacked and easy to count? | 🞏 | 🞏 | 🞏 |
| 8. | Is there sufficient space between the stacks and walls? | 🞏 | 🞏 | 🞏 |
| 9. | Are commodity bags and tins in good conditions (not damaged or torn)? | 🞏 | 🞏 | 🞏 |
| 10. | Are all bags and tins filled to their standard weight? (Verify by weighing a random sample.)  | 🞏 | 🞏 | 🞏 |
| 11. | Is commodity stored separately from non-food items? |  |  |  |
| 12. | Is the warehouse securely locked? | 🞏 | 🞏 | 🞏 |
| 13. | Are the persons responsible for authorizing and recording dispatches different from the person holding keys to the store? | 🞏 | 🞏 | 🞏 |
|  | **Documentation** |  |  |  |
| 14. | Are copies of all receiving waybills on file and accessible for inspection? | 🞏 | 🞏 | 🞏 |
| 15. | Are ledgers and stack cards adequate and up to date? | 🞏 | 🞏 | 🞏 |
| 16. | Are reports relating to loss and misuse of commodities correctly completed? | 🞏 | 🞏 | 🞏 |
| 17. | Are recipient selection criteria documented and available? | 🞏 | 🞏 | 🞏 |
| 18. | Is the recipient registration list correctly completed (if applicable)? | 🞏 | 🞏 | 🞏 |

**B. Commodity summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | (Commodity name) | (Commodity name) | (Commodity name) |
|  |  | **units** | **kgs** | **units** | **kgs** | **units** | **kgs** |
| **A.** | Balance from last inspection physical count |  |  |  |  |  |  |
| **B.** | Quantity of commodity received since the last inspection (from waybills received since last inspection) |  |  |  |  |  |  |
| **C.** | Total amount of losses since the last inspection(also itemize by type of loss below) |  |  |  |  |  |  |
|  | Damaged |  |  |  |  |  |  |
|  | Infested |  |  |  |  |  |  |
|  | Missing/stolen |  |  |  |  |  |  |
|  | Other (specify) |  |  |  |  |  |  |
| **D.** | Total amount of commodity available for distribution (lines **A + B minus C**) |  |  |  |  |  |  |
| **E.** | Quantity of commodity distributed since the last inspection (from Distribution Site Reports) |  |  |  |  |  |  |
| **F.** | Total quantity of commodity remaining (lines **D minus E**) |  |  |  |  |  |  |
| **G.** | Physical inventory total |  |  |  |  |  |  |
| **H.** | Difference between physical inventory and total quantity of commodity remaining calculations (line **F**)(Explain difference below) |  |  |  |  |  |  |

**C. Provide an explanation for all “NO” or “N/A” answers above (attach additional sheets if necessary)**

|  |  |
| --- | --- |
| **Question #** | **Explanation/comments/recommendations** |
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|  |  |  |  |
| --- | --- | --- | --- |
|  | Name |  | Signature |
| Monitor: |  |  |  |
| Person accountable for site storage: |  |  |  |
| Team Leader: |  |  |  |