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| **Policy** |
| ⬜ | Warehouses are guarded 24 hours per day and locked during non-working hours. |
| ⬜ | Warehouse keys are provided to only one person at any time. This person should be the Warehouse Manager/Supervisor or the person in charge of, for example, a partner health post, if commodity is stored in a room of the building.  |
| ⬜ | A two-person, two-lock system should be in place to ensure that one person is not granted sole oversight of commodities. |
| ⬜ | Administration keeps duplicate keys, in a sealed manner, for use in emergencies. |
| ⬜ | The key holder may be accountable for all losses within the warehouse. |
| ⬜ | Before the key holder goes on leave, commodity is physically counted and a delegation letter is drafted that clearly states who will be responsible for warehouse commodity while the primary key holder is off duty. |
| ⬜ | A current list of all key holders (including partners and community members) is maintained. |
| **Recommended Standard Operating Procedures** (may vary depending on warehouse context) |
| ⬜ | Entrance gates to the warehouse compound are properly controlled. |
| ⬜ | Vehicles entering or leaving the warehouse compound should be checked to ensure the commodity being transported has an authorized waybill. |
| ⬜ | Security representatives should be involved during opening and closing of the warehouse. |
| ⬜ | Security representatives should implement a documented handover process when shifts change. |
| ⬜ | Warehouse access should be restricted to only those staff or contracted service providers who actually operate or inspect the warehouse. |
| ⬜ | All individuals should leave backpacks, small bags, or other personal possessions in a secure area before entering the warehouse.  |
| ⬜ | All individuals should sign a daily attendance book while entering and leaving the warehouse. |
| ⬜ | Any document being taken out of the warehouse should be signed for. |
| ⬜ | If visitors have warehouse access:* Visitor’s name and details should be recorded in a log book.
* Visitor badges should be issued.
* Visitors should be inspected before leaving the warehouse.
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| ⬜ | Key holders regularly check that all openings (doors, windows, etc.) are working properly and can be securely locked. |