



U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES

Appendix Q

Shipping/Receiving & Warehouse Facilities Checklist

Yes No

Y	N	Is there a specific procedure in effect that assures strict accountability for all property? (Enclose copy of last inventory)
Y	N	Are the records of this facility subject to periodic audits?
Y	N	Are sufficient and comprehensive physical inventories conducted?
Y	N	Are inventories conducted by disinterested personnel?
Y	N	Is fixed and real property accounted for?
Y	N	Are stock record or bin cards maintained?
Y	N	Are stock levels on these cards verifiable through records of incoming stock?
Y	N	Are issues recorded on these cards indexed to specific requisitions?
Y	N	Are inventories recorded on these cards?
Y	N	Is there excessive use of reports of survey?
Y	N	Is there a specific and secure procedure for the receipt of incoming property?
Y	N	Are there any weaknesses in the present system for the physical unloading and storage of merchandise?
Y	N	Are delivery personnel required to produce a bill of lading or other listing of the delivery?



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| Y | N | Is an accurate tally conducted prior to acceptance? |
| Y | N | Are delivery records checked against requisitions or purchase orders? |
| Y | N | Is acceptance of deliveries limited to specific personnel? |
| Y | N | Are incoming shipments carefully checked for signs of pilferage, damage, etc.? |
| Y | N | Are shipping and receiving platforms free of trash and are shipments neatly stacked for proper observation and thorough, accurate counting? |
| Y | N | Are unauthorized persons kept from receiving and storage areas? On a separate sheet, describe access control procedures. |
| Y | N | Is a current personnel access list maintained? |
| Y | N | Are supplies adequately protected against pilferage? |
| Y | N | Are adequate protective measures given to open storage? |
| Y | N | Is material in open storage properly stacked and positioned in such a way as to provide unobstructed observation by patrol personnel? |
| Y | N | Are adequate locker and "break area" facilities provided for employees? |
| Y | N | Is there a secure place to keep broken containers of damaged merchandise to prevent pilferage? |
| Y | N | Is there a secure room or container for the safekeeping of sensitive or valuable items? |
| Y | N | Are employees permitted to carry packages in and out of work area? |
| Y | N | Are provisions made for parking privately owned vehicles to ensure that they are not parked in an area offering an opportunity to move items from the building to the vehicle undetected? |



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| Y | N | Are trash collectors permitted in the building? |
| Y | N | If so, are trash containers inspected to assure that supplies are not concealed inside? |
| Y | N | Is there a specific procedure in effect for the issue and/or shipping of property? |
| Y | N | Are there any weaknesses in the present system for the physical issue or shipment of property? |
| Y | N | Are recipients required to receipt for the goods? |
| Y | N | Are signature cards used for all authorized recipients? |
| Y | N | When issues are made by shipment, is there a means to verify their arrival at the requesting facility? |
| Y | N | Are shipments or deliveries receipted to the carrier or the person making the delivery? |
| Y | N | Are adequate controls maintained over property prior to issue? |
| Y | N | Is responsibility for items identified? |

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