

SEED WAREHOUSE & DISTRIBUTION CENTER AUDIT



Approved & Promulgated by



11327 Gravois Road
Suite 201
St. Louis, MO 63126
314-849-9446
Fax: 314-849-0988
www.maca.org
info@maca.org

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PREFACE

PURPOSE AND SCOPE

The purposes of this document are to: (i) provide assistance in evaluating public (3rd party) warehouses' qualifications to receive, store, inventory and ship Seed products and (ii) identify any areas for improving procedures and safety at any such public warehouses. The Mid America CropLife Association specifically disclaims any liability resulting from or alleged to result from the use this document.

This document should not be considered or relied upon as the sole basis or reference for evaluating any particular public warehouse or areas for improving procedures and safety at such public warehouse. This document can be used as a guide to follow best practices; however this document does not include every practice which could be construed beneficial to such public warehouses' operation and safety. Nor does this document reflect all of the laws and regulations which federal, state and local authorities may impose on such public warehouses. Persons utilizing this document are encouraged to consult federal, state, local and any other applicable laws and regulations on a case by case basis.

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NAME OF DISTRIBUTION CENTER:	
AUDIT LOCATION, ADDRESS	
OFFICE LOCATION, IF DIFFERENT	
DATE(S) OF AUDIT:	
Company performing the audit:	
Lead auditor:	
Audit team members:	
Facility representative name, title and contact information:	

A. Industrial Hygiene

A1 Is there evidence of pest activity (insects/rodents/birds), litter, weeds, or standing water in the facility or on the grounds?

- No evidence present 4
- No evidence inside facility, but exterior issues present 2
- Yes, evidence is present 0

A2 Pest control devices are necessary for the control of rodents. Are pest control devices clean and intact, and monitored at least every two weeks.

- Devices are functional, monitored and documented 2
- No. Devices are not present or are not monitored. 0

A3. Do interior and exterior building and land perimeters have adequate pest control devices in number and location.

- Pest control program covers all entry points 2
- Devices are adequate in number only 1
- Devices are adequate in location only 1
- No pest control devices 0

A4. Is a written pest control program, including a copy of the contract, if applicable, with the extermination company, present?

- Yes 2
- Only written program is present 1
- Only copy of contract is present 1
- Neither a written program nor a copy of contract are present 0

A5. Are service reports of rodent activity and corrective actions (if any) detailed and maintained on file?

- Yes 2
- Service reports are kept but not detailed. 1
- Service reports not kept on file. 0

A6. Are doors, walls, and ceilings free of holes, cracks, and crevices where rodents and birds might enter?

- Yes 2
- No 0

- A7. Is there a documented formal process to deal with spills and damage?
- ____ Yes 2
 ____ No 0
- A8. Is there evidence that spills are cleaned up immediately and placed in proper salvage containers?
- ____ Yes 2
 ____ No 0
- A9. Are floor drains visually clean and free of obstruction?
- ____ There are no floor drains in this warehouse. 2
 ____ Floor drains appear clean and open. 2
 ____ Floors drains do not appear clean or have obstruction. 0
- A10. Housekeeping is an indicator of overall practices. Do bathroom(s) appear clean?
- ____ Bathrooms are clean 2
 ____ Bathrooms are not clean 0
- A11. Are waste and garbage frequently removed from staging and storage areas?
- ____ Yes 2
 ____ No 0
- A12. Is the area around the dumpsters & trash receptacles clean & free of debris?
- ____ Yes 2
 ____ No 0

Category Score ____ / 26

B. Construction and Building Maintenance

- B1 Are the storage areas kept at the appropriate temperature as specified by the manufacturer for the specific products being stored.
- ____ Yes 2
 ____ No 0
- B2 Storage racks appear to be properly designed, labeled and installed for suitable material storage and inspected by the warehouse quarterly.
- ____ Storage racks are properly labeled and installed. 2
 ____ Storage racks are not properly labeled and installed. 0
 ____ There is no racking system 2

- B3. Is warehouse racking audited annually by the manufacturer or separate qualified 3rd party; and is the audit documented?
- There is not a racking system 2
 - Warehouse racking is audited and documented 2
 - Warehouse racking is not audited or documentation is lacking. 0
- B4. Temperature sensing devices are present in all temperature controlled facilities. Thermometers are calibrated and electronically monitored.
- Warehouse temperature control is not required 2
 - Yes in all coolers 2
 - No, or not in all coolers. 0
- B5. Are cooling units, including coils, on a scheduled documented maintenance program?
- Yes 2
 - No 0
 - There are no cooling units needed 2
- B6. Are humidity control devices calibrated and electronically controlled?
- Yes 2
 - No 0
 - There are no humidity devices needed 2
- B7. Are recording devices that track/monitor temperature and/or humidity present?
- Yes, monitoring devices are present and operating properly 2
 - No devices present. They are not needed. 2
 - No monitoring devices 0
- B8. Are floor surfaces in good condition (Cracks are sealed, no standing water, no debris or trash)?
- Yes 2
 - No 0

B9. Are product areas protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, glass sprinkler elements, pipe ducts, fans, etc)?

Yes 2
 No 0

Category Score ____ / 18

C. Product Segregation

C1. Is damaged product separated and clearly identified?

Yes 2
 No 0

C2. Is seed stored only with compatible products to help prevent cross contamination?

Yes 2
 No 0

List other products stored in this warehouse section _____

Is the facility capable of handling DOT hazmat products? _____

Category Score ____ / 4

D: Lighting

D1. Lighting in the staging and storage areas is adequate to read labels.

Yes 2
 No 0

D2. Are all lights above product or packaging materials protected by a screen or lens (shatter proof covers)?

Yes 2
 No 0

Category Score ____ / 6

E. Safety and Training

- E1. Are there records of employee training with topics covered and a list of attendees?
- ____ Yes 2
 ____ No 0
- E2. Is there is a designated person responsible for the safety program?
- ____ Yes 2
 ____ No 0
- E3. Is necessary safety equipment available, such as first aid kits, railing or other fall protection, PPE, and other safety devices present?
- ____ Yes 2
 ____ No 0
- E4 There is an employee non-compliance corrective action policy.
- ____ Yes 2
 ____ No 0
- Category Score ____ / 8**
-

F. Storage Security

- F1. Is the facility surrounded by security fencing?
- ____ Yes 1
 ____ No 0
- F2. Is access to the facility controlled by cards, locks, alarms, or other devices/methods?
- ____ Yes 1
 ____ No 0
- F3. Are personnel required to store “carry-in” materials (e.g. lunchboxes) in designated areas?
- ____ Yes 1
 ____ No 0

- F4. Are all visitors, including contractors and truck drivers, required to “sign in” and “sign out” in a visitors logbook and have only supervised access to the warehouse area?
- ___ Yes 1
___ No 0
- F5. Is the security system tied to a centrally monitored location?
- ___ Yes 1
___ No 0
- F6. Is a substance abuse policy and testing program in place and conducted in accordance with the law?
- ___ Yes 2
___ No 0

Score ___ / 6

G. Inventory Management Systems

- G1. The facility conducts routine physical inventory and/or cycle counts and the events are documented.
- ___ Yes 2
___ No 0
- G2. The warehouse has an automated computer controlled inventory management system?
- ___ Yes 2
___ No 0
- G3. The inventory system is capable of batch / lot number management.
- ___ Yes 2
___ No 0

G4. Is the warehouse system capable of EDI processing and bar code scanning? If yes, please list the name of the inventory WMS system and VAN.

- EDI is not a requirement 1
- Yes, Details: _____ 1
- Bar code scan capability 1
- No 0

G5. Is inventory data backed up at an off-site location?

- Yes 2
- No 0

Category Score ____ / 10

H. Fire Protection

H1. Does the warehouse have sprinkler coverage?

- Yes 2
- No 0
- Sprinkler system is not required by auditor 2

H2. Is the sprinkler system tied to a centrally monitored alarm system.

- Yes 2
- No 0
- Sprinkler system is not required by auditor 2

H3. The warehouse has visible fire extinguishers that have current inspection tags.

- Yes 2
- No 0

H4. What is the building construction type?

- Non-combustible metal/concrete walls/doors 1
- Non-combustible Roof material 1
- Wood or other combustible walls/doors/roof 0

Category Score ____ / 8

I. General

I1. Wheel chocks are required by OSHA and provide a vital safety function. Jackstands or similar equipment should be used when loading drop trailers 32' or

less in length. Do observations indicate wheel chocks or other restraints are used at this warehouse?

Yes 2
 No 0

I2. Is product stacked in compliance with manufacturer's stacking guidelines.

In compliance 2
 Not in compliance 0

I3. Is there a no smoking policy in place?

Yes 2
 No 0

I4. Is there a policy that limits drinking and eating to designated areas outside of the storage areas?

Yes 2
 No 0

I5. Is there a program for periodic, documented warehouse inspections?

Yes 2
 No 0

I6. Is the floor marked for isles, stows, perimeter inspection, and walk ways?

Yes 2
 No 0

I7. Is an emergency response plan in place and documented?

Yes 2
 No 0

Category Score ____ / 14

