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# POLICY OF WAREHOUSE MANAGEMENT AND LOGISTICS IN TOUCH UKRAINE FOUNDATION

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# IN TOUCH

## Ukraine Foundation



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POLICY OF WAREHOUSE  
MANAGEMENT AND  
LOGISTICS  
IN TOUCH UKRAINE  
FOUNDATION

## I. General provisions

This Policy defines the form and procedure of operation of the warehouse for the storage of humanitarian aid (hereinafter referred to as "WHA") by the Public organization "IN TOUCH UKRAINE FOUNDATION" (hereinafter "NGO"); requirements for warehouse facilities that can be used as a warehouse; the rules for conducting the activities of WHA and the procedure for monitoring their implementation; the procedure for placement, storage and accounting of goods and material values of non-commercial purpose in WHA.

The public organization "IN TOUCH UKRAINE FOUNDATION" leases warehouses for the placement and storage of items, including humanitarian aid. The NGO reserves the right to rent storage facilities of both communal and private ownership.

In this Policy, the terms used have the following meaning:

- open area - a specially equipped and fenced area, intended for the storage of goods and material values and located outside the premises;
- covered area - a covered, specially equipped and fenced area, adapted for storing goods and material values and located outside the premises;
- freezer - a building or device for freezing and preserving food and other perishable products at temperatures from -1°C to -35°C;
- consignment of goods and material values – material values sent to the address of one recipient under one transport document, used during the transportation of goods in accordance with regulatory legal acts on the transportation of goods;
- the territory adjacent to WHA - fenced off or marked on the ground with shields, tape, the territory with a hard surface adjacent to WHA and intended for parking vehicles, carrying out loading and unloading operations, weighing goods and vehicles;
- premises - the entire volume or part of the volume of a building or structure, which are objects of immovable property;
- the system of electronic accounting of goods and material values in WHA - the software and information complex of WHA holder, built using a database management system, intended for keeping records of the goods and material values that are placed, stored and exported from WHA;
- storage facilities - warehouses, refrigerators, freezers, universal refrigerating chambers, tanks, elevators, covered or open areas, suitable for storing goods and material values;

- universal refrigerating chamber - a building or device for cooling or freezing and preserving food or non-food perishable products at a temperature from +5°C to -18°C;
- holder of the composition of the organization - the recipient of humanitarian aid (hereinafter - the holder of WHA) - the organization whose data is entered in the Unified register of recipients of humanitarian aid and ownership, which is used by the composition of the organization - the recipient of humanitarian aid;
- refrigerating chamber - a building or device for cooling and preserving food and other perishable products at a temperature from +1°C to +5°C.

The WHA holder creates appropriate conditions to ensure the safety of goods and material values placed on WHA.

In case of arrival of goods by road transport to the territory of an open-type WHA, the territory adjacent to this WHA or its part is determined by customs as the place of delivery of goods.

In the event of failure of the video control system (hereinafter referred to as the VCS) or its element (video camera), the WHA holder must immediately take measures to restore the operation of the VCS.

### II. Requirements for the location and equipment of WHA

WHA is located on the customs territory of Ukraine, except for the temporarily occupied territories.

WHA can have:

- one postal address, if WHA consists of one or more warehouse facilities;
- several postal addresses, if WHA consists of several warehouse facilities that have different postal addresses and are inseparably fenced around the perimeter of WHA territory.

If the warehouse consists of several warehouse facilities, it is allowed to use the territory adjacent to one of these warehouse facilities as an adjacent territory to the warehouse.

The holder of warehouse must provide:

- the presence of a hard-surfaced area adjacent to WHA, equipped for parking vehicles;
- round-the-clock security of warehouse facilities or the operation of security alarms on them; equipping the storage facilities of WHA with bars on the windows (if they are available);
- operation of fire alarms at warehouse facilities (except for the operation of such alarms at open areas), availability of fire extinguishing equipment;
- the presence of authorized means for weighing goods (taking into account the specifics of commodity and material values), and at the warehouse intended for storage of bulk or bulk goods - authorized means of accounting for such goods and their control;
- the presence of a ramp, an observation platform, loading and unloading equipment (taking into account the specifics of WHA);
- the possibility of carrying out loading and unloading operations on WHA or on the territory adjacent to WHA;
- the presence and functioning of WHA behind all the gates or doorways of WHA, through which the import and/or export of goods and material values is carried out, entering and leaving the territory adjacent to WHA, fixing such a display to detect unauthorized access to goods and material values, which are in storage, as well as keeping an archive of video recordings of VCS;
- unimpeded access of members of IN TOUCH UKRAINE FOUNDATION NGO and their partners - providers of humanitarian aid;
- presence and functioning of the access control system at the entrance and exit from the open-type territory adjacent to WHA, which includes barriers, electronic scales and means of automatic reading (fixing) of registration number plates

## II. REQUIREMENTS FOR THE LOCATION AND EQUIPMENT OF WHA



vehicles with the function of automatically entering information about the registration number of the vehicle and its total weight into the system of electronic accounting of goods in the SGS (for WHA, the import or export of goods from which is carried out by road transport);

- lighting of WHA and the territory adjacent to WHA in accordance with the established regulations, sanitary norms and rules;

Temporary storage of goods imported into the customs territory of Ukraine as humanitarian aid is carried out in the presence of 24-hour security or a functioning security alarm, fire extinguishing means.

Other essential parameters for WHA:

- The area where the warehouse is located should not border swamps or be located in a lowland, which minimizes the risk of flooding of warehouses and high humidity levels, which can negatively affect the quality of products.
- Access roads to the warehouse must be organized, it must be lit and equipped with water supply. In this way, sanitary and hygienic standards are ensured.
- The warehouse must be cleaned. A system for removing waste and garbage from the warehouse must be organized.
- The warehouse should be equipped with racks and shelves, if necessary for storing one or another group of goods.
- The floor must be concrete and level to prevent excessive clogging and dusting of materials.
- It is also better if the central highway or railway line fits into the composition.
- The following are not allowed in warehouses:
  - Storage of products in bulk and close to devices and heating pipes.
  - Operation of gas stoves, furnaces, household electronic heating devices, installation of electrical outlets for this purpose.
  - Storing vegetable oils together with any other combustible materials.
  - Storage of dangerous substances such as combustible substances and materials in combustible packaging, which emit dangerous (flammable, poisonous, caustic) products of decomposition or oxidation, are explosive or fire-hazardous, poisonous, caustic, exothermic mixtures with other substances.

## III. The procedure for monitoring of WHA activities

Control over the activities of the SGS is carried out by the officials of the NGO "NON-GOVERNMENTAL ORGANIZATION "IN TOUCH UKRAINE FOUNDATION" inspecting the warehouse facilities of WHA, including checking the operation of warehouse complexes, accounting for commodity and material values of the SGS (hereinafter - WHA Review).

*The procedure for placement and storage of goods and material values in WHA.* The decision on the placement of goods and tangible assets (hereinafter referred to as TA) is made by the materially responsible person responsible for receiving, preserving and issuing TA, appointed by order of the head of the NGO "NON-GOVERNMENTAL ORGANIZATION "IN TOUCH UKRAINE FOUNDATION" (hereinafter referred to as MRP) with which the contract has been concluded on full financial responsibility.

Acceptance and issuance of goods and material values for temporary storage at WHA is carried out by the MRP of the warehouse.

In the case of detection of MRP of the warehouse during the acceptance of goods and material values for temporary storage: inconsistency of the information specified in the accompanying documents with the actual availability; damage to valuables; damage to the packaging and/or damage to the labeling of these materials - immediately inform the head of "IN TOUCH UKRAINE FOUNDATION".

Based on the results of the inspection, an Act on the detected facts of non-compliance of the goods with the information specified in the accompanying documents, damage to the goods, or their packaging, or their marking (hereinafter - the Act on non-conformity) is drawn up, which is provided to the head of the NGO "IN TOUCH UKRAINE FOUNDATION".

Goods that can cause damage to other goods, or those that require special storage conditions, must be stored in (c) warehouse facilities specially adapted for this purpose.

The period of temporary storage of goods in WHA starts from the day of their actual placement in WHA and ends on the day of their actual issue.

The term of temporary storage of goods is not interrupted when goods are moved from one warehouse to another.

Humanitarian aid goods can be stored at WHA in the vehicle in which they were delivered.

### IV. The procedure for keeping records and reporting of WHA activities

MRP of the warehouse keeps records of goods placed, stored in WHA and issued from it, in the system of electronic accounting of goods in WHA, which contains the following information:

1. Information on the placement of goods on MRP:

- the number and date of the document on the basis of which the goods were placed on WHA;
- product name, product quantity, product price.

2. Information on the release of goods from WHA:

- the document on the basis of which the goods were issued from WHA (number, date);
- name, price and quantity of the product. Every month, by the 5th of the month following the reporting month, MRP submits to the accountant of the NGO "NON-GOVERNMENTAL ORGANIZATION "IN TOUCH UKRAINE FOUNDATION" a report on the movement of goods in WHA (hereinafter - the Report) for the previous month, which is checked by the accountant.

In the event of discrepancies between the submitted report on the movement of goods and the accounting data, the accountant shall notify the Chairman of the Board of the NGO "IN TOUCH UKRAINE FOUNDATION". In order to determine the reasons for the discrepancies in the report on the movement of goods in WHA with the accounting data, a commission is created by order of the Chairman of the Board of the NGO from the inventory of material values, which must include at least 4 members of the NGO, including the Chairman of the Commission and 3 members of the Commission.

The commission conducts an inventory within 3 days, as a result of which a protocol of the conducted inventory is drawn up, with subsequent reflection in the accounting records of the organization.

If there is a numerical or natural discrepancy in the movement of goods belonging to the humanitarian aid received from the donor, the Chairman of the Board of the NGO informs the donor about such a discrepancy and provides him with a protocol of the conducted inventory.

### V. Provision of logistics of the NGO

In order to fulfill the goals and activities of NGO "IN TOUCH UKRAINE FOUNDATION", which require transport services, the NGO can rent various types of vehicles:

- passenger cars;
- trucks, including canvas-topped trucks (for transporting goods, materials, in particular humanitarian aid);
- other types of cargo transport for the transportation of goods that require specific storage, for example, a refrigerator for the transportation of food products (not within the scope of commercial products, but as humanitarian aid).

The NGO leases transport on the basis of a fixed-term transport lease agreement with officially registered carriers.

Transport can be rented for the following purposes:

- delivery and distribution of humanitarian aid;
- the need to transport material assets of the NGO;
- execution of activities (preparation for conferences, workshops, trainings, etc.) within the framework of projects implemented by the NGO;
- transportation of members of the NGO, as well as their partners, beneficiaries, donors in incinerators, when necessary.

The NGO rents transport at its own expense or at the expense of donors within the framework of international technical assistance projects.

The NGO may not rent a vehicle if, within the scope of international technical assistance projects, the donor provides its own transportation for the transportation of materials and humanitarian aid.

Organization of vehicle rental is handled by responsible managers of the NGO. Payment for transport services and acceptance of acts of services provided is carried out by the accountant in coordination with the responsible managers and the Chairman of the Committee of the NGO.



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