



**TANZANIA COFFEE BOARD**  
**P.O. BOX 732 – MOSHI**

**WAREHOUSE COMPLIANCE FORM**

NAME OF WAREHOUSE				LOCATION		
S/No.	Item	Points	Descriptions	Allocation	Tick if Available	Official Use
1	Calibrated and Certified Weighing equipment/Moisture meter	8	Available Weighing Bridge	4		
			Plat form Scale which Weigh 500+Kg	2.5		
			Plat form Scale which Weigh less than 500kg/moisture meter	1.5		
2	Proper loading/unloading shade	5	Conveyor Belts	2		
			Fork Lift	1.5		
			Raised Loading and Off Loading Platforms	1.5		
3	Surrounding are clean and in Good shape	3	Drainage system around the Building	2		
			Clean Environment	1		
4	Strong and Properly finished floor/pallets, proper roofing and walls*	10	Concrete Raised Floor/pallets	3		
			Screed Floor	2		
			Proper Roofing (Iron Sheets, Asbestos or Tiles)	3		
			Walls (Blocks or Iron Sheets)	2		
5	Appropriate Metal fire proof safe and serviced firefighting equipment*	8	Fire Proof Safe	2		
			Fire Fight Reel	2		
			Fire Fight Cylinder	2		
			Fire Alarm	1		
			Sand Buckets	1		
6	Proper power and water system	4	Public Electricity	2		
			Public water	0.5		
			Private Owned Electricity	1		
			Private Owned water	0.5		
7	Reliable communications systems (Postal address, fax, telephone, internet connection)*	6	Postal Address	0.5		
			Fax line Connections	0.5		
			Mobile/Telephone line Connections	0.5		
			Internet Connection	2		
			Data Base Software	2.5		
8	Reliable security system (light during the night)	7	Security Lights	3		
			Security Alarms	2		
			Security Cameras	2		
9	Strong and property fixed doors, window*	10	Wooden Doors	2		
			Metal Plate Doors	6		
			Iron Sheets/Grill Doors	2		

10	Properly fenced (e.g barbed wire, fencing wire, concrete)	4	Concrete Walls	2.5		
			Barbed/Wires Fence	1		
			Shrub Fence	0.5		
11	Sample Room/Box/Shelf	3	Sample Box/Shelf	1		
			Sample Room	2		
12	Proper drainage system	5	Drainage Furrows	3.5		
			Drainage Gutters	1.5		
13	Proper rodents control system	5	Wire gauze in all vents	3.5		
			Rodent Bar	1.5		
14	Proper ventilation system	4	Vent – above the floor	1		
			Main door on either side	1		
			Vent – above the Linter	2		
15	All Weather Accessibility (Roads)	6	Along Tarmac Road	4		
			Along Morram Road	1.5		
			Along Sand/Soil Road	0.5		
16	Staff Office	3	Detached Office	2		
			In the Warehouse Office	1		
17	Nature of the Foundation of the Warehouse	4	1 Meter Raised Building	4		
18	Store capacity of the warehouse*	5	>5000MT	3		
			1000-4999 MT	1.5		
			200-999 MT	0.5		
	<b>TOTAL POINT</b>	<b>100</b>	<b>SUMMATION</b>	<b>100</b>		
	THE GRADING RANGE	100	75-100	A		
			60-74	B		
			40-59	C		
			40<	REJECT		
* = Stop Grading if the item is missing			<b>ASSIGNED GRADE</b>			

NAME OF THE WAREHOUSE MANAGER	DATE	AUTHORIZED SIGNATURE
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NAME OF THE INSPECTOR	DATE	AUTHORIZED SIGNATURE
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Recommendation: .....

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