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Topics	Descriptions	Indicators
Part A : Personal Sanitary Screening		
1. Temperature Screening System for warehouse staffs before performing duty.	1) All warehouse staffs before entering the area, security guard will measure body temperature which is set as not above than 37.5 degrees. 2. Attach a sticker on the sleeve. (Left side of the shirt) to show the status "Pass the screening"	Security staff screening record book
2. Outsider Screening System such as temperature checking of Driver - Labor	1) Security guard will measure body temperature before entering to the area, if found that the temperature is higher than 37.5 celcius, must wait the outside at the guardhouse 2) Not allowed to enter the area if no face mask / mask. 3) If correct, security guard will issue screening form in the warehouse area and visitor card identified that the visitor are past screening	Outsider screening card when entering the warehouse.
3. Timeline Record Giving System for the past week	Every Monday before 10.00 A.M., staff will have to fill out info via " Covid-19 Identification " application to report their timeline for the past week	Report Form
4. Staff wears company uniform to identify themselves	Wear blue uniform with polite trousers and steel toe shoes	Staff Screening Record Book
5. Traceability System (Traceability) In - Out of outsider at warehouse includes company staff and visitor	1) Warehouse staff records in-out working hours by scanning fingerprint	Record Book for In - Out

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	<p>2) Driver will need to exchange the card by using an ID card or any other card with photo. The Vender card must be attached at all the time while in the warehouse and must be returned when leaving the warehouse area.</p>	<p>Self Identification Form In - Out area</p>
	<p>3) VISITOR who needs to come for business, must inform security guard to get approval from office staff in order to issue warehouse approval permit by informing the persons wants to meet and must attach a Visitor card, when done, must have a signature on the contact's permit. However, the security guard must record In - Out time in the daily book.</p>	
	<p>4) Receiving letters and packages in envelopes or boxes. Sender must send a letter to the security guard. The security guard will record the sender / receiver information in the book and consider the safety of the package If it seems unsafe, the security guard will notify the warehouse manager immediately.</p>	
Part B : Warehouse Site Sanitary		
<p>1. Spray disinfectants inside the office and warehouse at least once a week</p>	<p>1) Spray disinfectant at screening point, guardhouse, waiting point for visitors 2) Spray disinfectant at the front of the information point. 3) Spray disinfectant at the conference room, office room. 4) Spray disinfectant at the loading bridge. 5) Spray disinfectant at the forklift path in the warehouse. 6) Spray disinfectant every Wednesday and Friday at 5:00 PM.</p>	<p>Photos /Record Logbook</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">2/5</div>

Topics	Descriptions	Indicators
2. Staffs must wear face mask at all time while operating in warehouse	1) Staffs must wear face mask at all time while performing duty. 2) Colleague can warn anybody who is not wearing masks. If they do not comply, will notify division manager immediately.	Announcement
3. There is alcohol gel service in the warehouse area (Alcohol Point)	1) There are 3 service points for alcohol gel with foot-pressing in the warehouse area Point 1 At guardhouse Point 2 At information, fingerprint scanner Point 3 At conference room - training room 2) Housekeeper must provide a hand sanitizer, place a warning sign for visitors to wash their hands with alcohol gel and clean the area every 1 hour.	Announcement
4. Clean warehouse area - office - equipments with alcohol gel at least twice per day	1) Conference room , Training room. Housekeeper will clean immediately before and after the meeting is finished with alcohol at desks, chairs, keyboard, mouse, phone. 2) Assign the bay staffs (Bay Center) clean with alcohol every morning before performing work.	Daily Cleaning Checklist
5. There is Pest Control system at least once a month	1) Employ a specialist company for insects and pests which is continuously trained with expertise in the use of pesticides indicated on the product label by providing service once a month to eliminate pests and prevent the spread of pests at risk points in the warehouse.	Monthly service record of the service provider company
	2) Termite Protection in the long term by drilling the surface to put the chemical into the soil around the warehouse building to eliminate the outbreak of termite.	<div style="border: 1px solid black; display: inline-block; padding: 5px;">3/5</div>

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	<p>3) Survey and Termites Elimination by pest control staff provide the service once a month, if employee sees any termites in the warehouse, notify immediately in order to eliminate urgently.</p>	
	<p>4) Mice Protection - Outside the building, use the bait station by putting bait or rodenticide into the station and spread the bait station to other area around the warehouse building and inside the building, use a mousetrap or glue tray place separately around the building.</p> <p>5) Insects and ants prevention, clean the area immediately. When food or liquid is spilled, seal cracks or crevices in the door or window area.</p> <p>6) Preventing the birds by installing anti-bird netting. When the work is done or at lunch break, the staff who sits at the door area close the door immediately.</p>	
Part C : Sanitary Storage		
<p>1. Do not deposit - store goods that are dangerous, toxic, flammable, etc.</p>	<p>1) Do not store class 1-7 chemical products such as flammable, explosive chemicals and toxic chemicals or oil paint products, spray paint, etc.</p> <p>2) The chemicals allowed to be stored must be in Class 8-9, e.g. general chemicals for the health, beauty and textile industries.</p>	<p>Post a permanent acrylic notice</p>
	<p>3) Before storing all types of chemical products, must be inspected by the box or container that identifies the chemical type. If it is in categories 1-7, do not store decisively and return the product to the owner immediately.</p> <p>4) Chemical container will have durable name tag attached with indicating the dangers and cautions.</p>	<div data-bbox="1385 2007 1501 2092" style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">4/5</div>

Topics	Descriptions	Indicators
	5) Provide a storage area that is for storing chemical, safety equipment, such as a filtered face mask with chemical goggles, a sand container, an eye wash solution and chemical cleaning equipment	
2. Reduce contamination, do not place products in contact with the floor directly (Placed on Pallet only)	1) Check the pallet conditions before placing the cargoes on. If pallets are broken or damage, must change before storing in the storage area 2) Wrap film around pallets securely before moving to storage area, will protect the danger to staffs	Inspection Form
3. Do not store drug or illegal precursor products.	Do not store the reactants and chemicals used to manufacture drugs such as Ephedrine , Ergometrine, Ergotamine, Isosafrole	Place an announcement
4. No deposit of agriculture products such as logs, slats, which may contain insects, ants, weevils, termites, worms or contaminants affecting to sanitation	No deposit of agriculture products such as logs, slats, which may contain insects, ants, weevils, termites, worms or contaminants affecting to sanitation	Place an announcement
5. Do not store odors, vapors, debris or perishable products that affect the Health and Environment within the warehouse	Do not store odors, vapors, debris or perishable products that affect the Health and Environment such as Pesticides, Agricultural Chemicals, Electronic Waste	Place an announcement

Other information can be obtained at www.v-servelogistics.com

by clicking at icon or scanning QR-Code on documents



Logistics without Covid-19