

Storing kits

- Factor activities relating to kitting into your warehouse mapping exercise.
- Refer to the IFRC standard product catalogue
- Always agree variation from standard kits with the programme team.
- Consider the kit as one unit once it is fully kitted from loose stock.
- Items included in a kit cannot be requested as loose items unless the entire kit is broken into single items.
- Where a kit contains perishable items, the kit expires at the same date as the item with the earliest expiry date.
- Try to use a stock requisition to release loose items to be kitted to help the traceability of stock movements in the warehouse.
- Never accept the partial return of a kit. Record all items received as loose stock and only kit once all items are available for kitting.
- Where relevant, maintain a kit tracker spreadsheet.
- Ensure that the value of kits held in stock is accurately calculated and shared with finance.