



IPOA FORM 30H

(r. 131)

QUARTER MASTER STORES INSPECTION FORM

Officers conducting the inspection: 1. 2.		Police Premise / Facility:	Date and Time: <input type="text"/>		
County:			Name and rank of Officer in Charge: <input type="text"/>		
Sub County:			Contacts : Box No:..... Tel. ..... Mobile:..... ....		
Types of inspections:  1) Initial full (1), 2) Thematic (2), 3) Complaint (3), 4) Referral (4), 5) Follow up (5). <i>(Tick where applicable)</i>					
<b>SECTION 1.0 INFRASTRUCTURE</b>					
<b>1.1 AVAILABILITY OF UTILITIES</b>		Yes (1)	No (0)	Remarks	
Is there lighting in the facility?					
How is lighting provided?		Solar (1) Electricity (2) Generator (3) Kerosene Lamps (4) Others (5)			
Is water available in the facility?		Yes (1)	No (0)		
How is it water accessed?		Buying (1) Piped water (2) Borehole (3) Water harvesting (4) Others specify (5):			
<b>1.2 SAFETY AND SECURITY</b>			<b>REMARKS</b>		
Can a wheel chair access the facility?		Yes (1)	No (0)		
Is there a secure Perimeter fence?		Yes (1)	No (0)		
Is there clear signage to the facility?		Yes (1)	No (0)		
Is there sentry at the main gate?		Yes (1)	No (0)		
Are there designated fire assembly points?		Yes (1)	No (0)		
Are there working fire equipment?		Yes (1)	No (0)		

What are the type of fire equipment available?			
1.....			
2.....			
3.....			
How often are the fire equipment serviced?	Weekly (1) Monthly (2) Quarterly (3) Bi-annual (4) Annual (5) After every two years (6)		
Are there trained fire officers?	Yes (1)	No (0)	
Are the Fire assembly Points sufficient?	Yes (1)	No (0)	
Are the Fire assembly Points labelled?	Yes (1)	No (0)	
Are there First Aid Kits?	Yes (1)	No (0)	
Are the First Aid Kits sufficient?	Yes (1)	No (0)	
How many are they?	Yes (1)	No (0)	
Are the First Aid kits well kitted?	Yes (1)	No (0)	
Are there CCTV installations?	Yes (1)	No (0)	
<b>1.3 OFFICE TOOLS AND SPACE</b>			
Is the office space in the facility? Sufficient (1) Insufficient (0.5) limited (0)			
Sufficient (1) Insufficient (0.5) Limited (0)			
Is the Stores space in the Facility? Sufficient (1) Insufficient (0.5) limited (0)			
What is the state of offices in the facility?	Good (1) Fair (0.5) Deplorable (0)		
Is there Internet connectivity?	Yes(1) NO(0)		
Are there sufficient computers?	Sufficient (1) Insufficient (0.5) None (0)		
Are there sufficient printers?	Sufficient (1) Insufficient (0.5) None (0)		
Are there sufficient photocopiers?	Sufficient (1) Insufficient (0.5) None (0)		
<b>SECTION 2.0: PERSONNEL AND DEPLOYMENT</b>			
<i>Strength</i>	PWD	ESTABLISHMENT	REMARKS
Male:			
Female:			
Ratio of male to female			
What is the Percentage of strength to Establishment?	[100-80%]; [79-40%] [Below 40%]		
<b>2.1 STAFF INVENTORY</b>			
<i>Qualification</i>	REMARKS		
PhD			
Master's Degree			
Postgraduate Diploma			
Undergraduate			
Diploma			
Certificate			
No formal education			
Are the staff answerable to the County/Formation Commander?	Yes (1)	No (0)	Remarks.
Are officers working in the QM conversant with	Yes (1)	No (0)	



	Availability		Correctly entered		Updated		Neatness		Last Audit	Remarks	
	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)	Yes (1)	No (0)			
Monthly											
Quarterly											
Annual											
<b>SECTION 4.0: RESOURCE ALLOCATION</b>											
<b>4.1: EQUIPMENT</b>											
	Availability		Serviceable		Fuel allocation/daily	Make/type	Remarks				
	Yes (1)	No (0)	Yes (1)	No (0)							
Motor Vehicle											
Motor Cycle											
Generators											
<b>4.2 Communication Gadgets</b>											
Are there communication gadgets and are they adequate	Yes (1)	No (0)	Sufficient (1) Insufficient (2) None (0)								
Are they working?	Yes(1)	No (0)									
What are the various types of communication gadgets			VHF (1)	HF (2)	Walkie Talkie (3)	Mobile Phone (4)	Land Line (5)				
<b>4.3 PROTECTIVE GEAR</b>											
Uniforms			Sufficient (1)	Insufficient (0.5)	None (0)						
Bullet Proof Vests			Sufficient (1)	Insufficient (0.5)	None (0)						
Dust Coats			Sufficient (1)	Insufficient (0.5)	None (0)						
Industrial Gloves			Sufficient (1)	Insufficient (0.5)	None (0)						
Hard hats			Sufficient (1)	Insufficient (0.5)	None (0)						
Gloves			Sufficient (1)	Insufficient (0.5)	None (0)						
Overalls			Sufficient (1)	Insufficient (0.5)	None (0)						
Reflectors			Sufficient (1)	Insufficient (0.5)	None (0)						
<b>5.0 STORES AND RECORDS</b>					Yes (1)	No (0)	<b>REMARKS</b>				
Are stores taken on ledger charge?					Yes (1)	No (0)					
Are there Duplicate Station Inventory books?					Yes (1)	No (0)					
Are there receipt stores ledgers for expendable stores?					Yes (1)	No (0)					
Are there issue stores ledgers for expendable stores?					Yes (1)	No (0)					
Are there receipt stores ledgers for consumable stores?					Yes (1)	No (0)					
Are there issue stores ledgers for consumable stores					Yes (1)	No (0)					
Were intends placed by the facility in the last six months?					Yes (1)	No (0)					
Were the intends received?					Yes (1)	No (0)					

Are there intends placed on the facility for the last six months?	Yes (1)	No (0)	
Were the intends issued?	Yes (1)	No (0)	
Are there unserviceable clothing And withdrawn kit?	Yes (1)	No (0)	
Are there Q.M 3 forms Accompanying withdrawn kit?	Yes (1)	No (0)	
Are there new Kit for Issue?	Yes (1)	No (0)	
Are there Q.M 3 forms for previous personal issues and initial issues?	Yes (1)	No (0)	
Are Kit cards Maintained and updated?	Yes (1)	No (0)	
Are Police Forms and Stationery available?	Yes (1)	No (0)	
Are the police forms and stationery sufficient?	Yes (1)	No (0)	
Are Police Registers available for issue?	Yes (1)	No (0)	
Are the police registers sufficient?	Yes (1)	No (0)	
Are intends for police forms, registers and stationery submitted to Service Headquarters Quarterly?	Yes (1)	No (0)	
Are the following Accountable documents available for issue?			
(i) Meal Requisition Books	Yes (1)	No (0)	
(ii) Local Purchase Order Books	Yes (1)	No (0)	
(iii) Imprest and Revenue Cash Books	Yes (1)	No (0)	
(iv) Prisoners Property Books	Yes (1)	No (0)	
(v) Cash Bail Receipt Books	Yes (1)	No (0)	
Are accountable documents entered in the Counter Foils Register (F.O 13)	Yes (1)	No (0)	
Has the Annual check by a Board of Survey been conducted?	Yes (1) No (0)		
<b>SECTION 6.0 OFFICERS CONCERNS AND ISSUES</b>			
List all officers concerns/issues and challenges they face in order of their priority			
<b>SECTION 7.0 GENERAL OBSERVATIONS BY THE INSPECTORS</b>			


**SECTION 8.0: RECOMMENDATIONS AND FEEDBACK TO THE OFFICER IN CHARGE**

S/No.	Recommendations made	Timeline for action	Remarks by officer In-charge (if any)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Confirmed By .....

Name of Officer In-Signature .....

Date..... 20.....

APPROVED BY: Team leader	CHECKED BY: Supervisor
Date..... 20.....	Date..... 20.....
Signature: .....	Signature .....