Stock Asset Management and Disposal Policy

Organization of literacy support for independent Afghanistan

2025

Contents

Background of the Organization

The Organization of Literacy Support for Independent Afghanistan (OLSIA) was founded in 2024 with the conviction that education is the cornerstone of lasting peace, economic stability, and social inclusion in Afghanistan. Grounded in the belief that every person—regardless of age, gender or circumstance—deserves the opportunity to learn and grow, OLSIA is committed to building a brighter future for Afghan communities.

From its inception, OLSIA has positioned education as "first and for all," directing its efforts toward increasing access to literacy, computer skills, vocational training and the English language. By mobilizing educated Afghan youth and partnering with local communities, OLSIA strives to overcome barriers that have long limited opportunities, especially among women and underserved populations.

Operating across multiple provinces, OLSIA implements projects that combine classroom learning with practical skill-building: establishing computer learning centers, delivering soft-skills training, and facilitating vocational pathways. These initiatives are designed not only to educate but to empower learners to participate meaningfully in the economy and society.

OLSIA's vision is of a united and prosperous Afghanistan where development opportunities are accessible to all, thereby fostering social inclusion and stability. Its mission centers on building a collective movement of educated Afghan youth who champion education for all ages and all genders—with no discrimination. The ultimate goal is to enhance livelihoods, create economic opportunities, and contribute to the country's long-term development.

Through transparent governance, community-centered design and partnerships that link education with employment, OLSIA seeks to ensure that every Afghan has a chance to unlock their potential. We believe that when people lead their own learning and development, the benefits ripple outward—strengthening families, communities and the nation.

Our Vision:

A united and prosperous Afghanistan where education and development opportunities are accessible to all, fostering social inclusion and stability.

Our Mission:

We aim to build a collective movement of educated Afghan youths to support education above all, education for all ages and all genders without any discrimination of any kind.

Goal:

To improve access to education, vocational skills, and economic opportunities, enhancing the livelihoods of Afghan communities and contributing to the country's long-term development.

Humanitarian Principles:

OLSIA is committed to the principles that are central to establishing and maintaining the provision of humanitarian response to the affected people in natural disasters and complex emergency situations and/or implementation of human development interventions. The main humanitarian principles defined by UN have been adopted by OLSIA. The four core principles are:

- Humanity
- Neutrality
- Impartiality and,
- Independence

Board Approval

The board of director of OLSIA, by resolution duly adopted by unanimous vote at a meeting duly called and held and not subsequently rescinded or modified in any way, has duly determined that this policy is workable and fair to and in the best interests of OLSIA, the board, approve this policy, recommended for use and directed that the amendment be submitted for consideration by OLSIA board members and ED at the OLSIA board meeting.

Each member of the board agrees to perform such further acts and execute such further documents as are necessary to effectuate the purposes hereof. This policy manual shall be understood and enforce in accordance with and governed by the laws of the government of Afghanistan.

The OLSIA Board Approval constitutes approval of this policy manual undersigned.

Abdul Qaum Almas   Signature

Fazal Rabani   Signature

Abdul Jabar Ameri   Signature

Farhad Naderi   Signature

Haroon Ahmadi   Signature

Policy Update

In order to provide flexibility and operate within this policy, the policies and procedures in this manual are subject to review and updates on regular basis. This policy was created in March 2024 and reviewed in June 2024.

The changes in rules and regulation, and implementation of new practices in this policy are subject to changes in regulations and the existed processes or policies of OLSIA will need to be modified accordingly. Added this, it's important that any best practices or 'lessons learned' are regularly incorporated into the policies and procedures for continual improvement. Any changes and updates will be incorporated in this manual on annual basis and will be effective for implementation after the approval of the OLSIA board. The next review of the policy will be performed in March 2027.

Policy Implementation

Administrative head is responsible for developing, reviewing and implementing stock, asset and disposal management policies and procedures, as well as monitoring existing function and policies. OLSIA believes that all relevant staff receive access and regular training on this policies and procedures of the organization, so the benefits the document creates can be realized. Also, a regular and consistent enforcement of the policies across all levels of the organization is in place to minimize and mitigate the risks falling out of compliance with the policies.

In due course, the OLSIA board has a fiduciary duty to the organization to ensure that its staff understands and takes into consideration the proper use of the document and its implementation in practice. This includes making sure that there are good documented policies and procedures to protect asset and stock and management of OLSIA is responsible for ensuring these policies and procedures are communicated, followed, monitored, and corrected as needed.

Policy Orientation

It is important that all relevant staff understand the policies and procedures adopted in this document. To effectuate, OLSIA administrative head is responsible to conduct an orientation about the policy and all the updates and changes incorporated in this manual.

ASSET/ STOCK MANAGEMENT AND DISPOSAL POLICY

Introduction

The purpose of the stock management policy with OLSIA is to make a guiding tools and as procedures for handling stock. Proper store management procedures are a vital part of the logistic supply chain that helps to ensure that commodities reach end users in good quality and correct quantities. The following section sets out routines in respect of receiving goods into the store, the actual storage, distribution, reconciliation, disposal/transfer and reporting.

Asset Management System

Registration of Fixed Assets

All fixed assets as per the aforementioned definition for OLSIA are registered and the asset's information is correctly entered in the Fixed Asset registry.

The information entered into the asset management system will include, but is not limited to: detailed item description, date of receiving, purchase order number, location information for inventory total cost. The description of the equipment entered into the asset management system may include:

1. (as available) made-in
2. model number, manufacturer:
3. serial number
4. identification number
5. tag number
6. Asset class

Tagging of Fixed Assets

All Fixed Assets with OLSIA must be tagged with a unique identification number (codded information) which is to be recorded in the asset management system and also on all applicable property control documents. All OLSIA fixed assets will be tagged before it is distributed to the accepting department. If delivered to another location other than the Distribution Warehouse it is the responsibility of the custodial department to contact the procurement department to tag and apply property identification number. If tagged becomes destroyed, defaced, or removed, it is the responsibility of the custodial department to contact the procurement to retag the asset with same codes as registered.

Inventory:

OLSIA undertakes inventory before the end of each financial year. A stock count report, indicating all discrepancies and further recommendations will be submitted to top management within one months after the end of the financial year.

Legal Registration/Licenses:

Where applicable and it depends to the Fixed Asset, the required license will be obtained and registered with relevant government entities.

Annual Physical Verification

OLSIA conducts annual physical verification of its Fixed Assets, the purpose is to make sure the Asset is with reasonable physical condition and performance meets the minimum level of standard proposed by OLSIA.

Asset Types:

Tangible Assets:

Assets with a physical existence are categorized as tangible assets. Resources like stock, land, building, office supplies, equipment, machinery and marketable securities, among others are functioning examples of tangible assets

Intangible:

Assets which do not possess a physical existence come under the category of intangible assets. The best examples of such assets would be intellectual property, patents, copyrights, permits, trade secrets, brand, etc.

Acquisition

Fixed Asset Purchasing

Fixed Assets purchased by OLSIA either from project's fund or organization funds are entered in OLSIA's asset management system.

Donation

Fixed assets received as donation (in kind) are properly recorded in the list of Fixed Assets, as all fixed asset are property of OLSIA.

Fixed Asset Receiving

Goods Received Note (GRN)

Record of goods received at the point of received. This record is used to confirm all goods have been received and often compared to a purchase order before payment is issued. The types of GRN depends to the nature of individual organization's activities, one common example is, produced in carbonized multi-part block form, sequentially numbered and each set comprising an original with 3 copies. The GRN can be completed manually or on a computer & printed. Filling, White (Original) to Finance Department, Pink to Vendor, Yellow to Procurement, Blue to Warehouse.

Suppliers Delivery Note

It is a document that accompanies a delivery, providing the description, unit, and quantity of the goods included. A delivery note describes what a package contains, including details about the type and the quantity of goods delivered. It also describes whether any goods in the original order are not enclosed. A copy of the delivery note is signed by the recipient and then returned.

Supplier and/or Carrier's Invoice

This is as per the contract, but not always, if there will be no ambiguities and differences invoice will be submitted to finance for follow up.

Import documents in case of imports

This is the only document which will be used if needed as the document and evidence showing Asset ownership of the organization, and inland documentation process will be based on it, therefore make sure not to lost it.

Rejection of Consignment

Rejection of deliver must be evidence based, take picture, obtain witness and others, and within a reasonable time after their delivery and at least the Rejection Note should contain the following information.

1. The reasons for rejection
2. Particulars of damage/shortfall
3. Name of carrier and supplier invoice number
4. Date of Inspection

Disposal of Fixed Assets

When assets are not being used due to followings.

1. Unserviceable or beyond economical repair
2. The validity has already expired
3. Damaged or broken
4. Surplus items

They should be disposed-off through processing Property Disposing Request. The Human Resource Department is responsible to inform the Ministry of Economy of such an activity and obliged to follow provided instruction if there will be any about the disposing of the property including materials and equipment. Also this is the responsibility of the Human Resource Department to update the Fixed Asset Registration and others. The disposal can take place in the following ways.

1. Private sale
2. Scrap sale
3. Open/closed bidding
4. Donation
5. Disposable Items and disposal policy including supplies:

The items will be disposed-off as per the applicable law, donors' requirements and in transparent way. OLSIA keeps record of all fixed assets disposed-off in the last three years; the document is kept with Human Resource and Procurement departments.

Emergency Humanitarian Response

Humanitarian logistics is "the process of planning, implementing and controlling the efficient, cost-effective flow and storage of goods and materials, as well as related information, from the point of origin to the point of consumption for the purpose of alleviating the suffering of vulnerable people". Humanitarian logistics is a service in as much as it provides direct support to people involved in assisting disaster affected populations, as well as the populations themselves; the idea is to optimize the delivery process of a number of products needed to save lives, and then to rebuild destroyed infrastructure. Humanitarian logistics also parallels the manufacturing sector, as the delivery process requires a great deal of material and technological resources, notable in terms of transportation, handling, and warehousing of products.

In the humanitarian context, distribution is viewed from the following perspectives:

Movement of goods from the point of purchase or transfer of ownership to the point of final use, this is common in sudden on-set emergencies where goods are often taken straight to end user, movement of goods from one location within the organization to another location within the same organization, for example, from hub to hub, or hub to end user point.

This is common when resources are being mobilized to strategic locations for onward movement to the point of use as in the case of preparedness for an anticipated emergency or the point at which the goods are handed over by the organization to beneficiaries or partner organization. OLSIA is humanitarian and development organization, the policies developed covers both issues to the extent possible, but especial emphases are done to make emergency distribution smooth, effective and efficient.

Store/Stock Management

Stocks are physical goods that contain economic value, and are held in various forms by an organization in its custody awaiting packing, processing, transformation, use or distribute in a future point of time. Stock/Asset management is the process of organizing warehouses at certain points, and organizing the assets in warehouses for delivery, activities employed in maintaining the optimum number or amount of each inventory item. Stock management is the practice of ordering, storing, tracking, and controlling inventory. To facilitate the process, OLSIA lays down the following parameters.

Stocking

Stocks are made as per the individual on-going project's needs, other than that is not applicable for OLSIA because all funding are project based. Considering the Lead Time in some instances OLSIA will make the Stock a head of actual distribution. The following data are necessary to determine the stock per article:

- Estimated monthly consumption of the article
- Frequency of orders to replenish the stock
- Standard delivery time of the order

The stock in the warehouse acts as a regulating buffer between supplies (stock entries) that are normally intermittent and needs (stock deliveries) that are normally regular or unexpected

Re-order level:

The level at which a new order is normally placed to replenish stock to allow ample time for normal procurement procedures to be followed.

Maximum level:

The maximum stock level for individual items to prevent the procurement of an unnecessarily excessive amount of goods.

Stock Control:

Stock control is used to show how much stock you have at any time, and how you keep track of it. The warehouse/inventory manager is responsible for monitoring the movement of goods as they are transported from a supplier and for the control of stock movement in the warehouse facility. Where possible, stores items should be received and inspected by two officers against the order specifications **The stock control measurements include the followings:**

- Establish levels of operating stocks based on distribution rate of usage. The stock levels shall be reviewed from time to time depending on current needs.
- Ensure that weekly and monthly stock balances report of each stock item
- Maintain monthly stock usage report of each item kept in the store
- Review and report of the statues of stock to the relevant manager
- Establish quantity, lead-time and availability of each item distributed
- Determine storage space requirements based on the level of stock required.
- Select a warehouse that meets adequate design requirements including security, access, size, ventilation, location and utilities.
- Ensure all goods are received by the storekeeper and inspected on delivery.
- Ensure the warehouse space is organized to facilitate effective storekeeping and comply with safety standards, and allow sufficient space for delivery and packing.
- Implement good piling/stacking practices.
- Implement an appropriate rotary system for the order of stock coming in and out, considering expiry dates.
- Ensure food storage complies with a food safety checklist.
- If good quality warehouse options are not available, consider emergency storage solutions such as containers and Rub Halls.
- Put in place adequate warehouse staffing including storekeeper and loaders.
- Supply the warehouse with adequate levels of materials and equipment.
- Ensure safety measures are in place including safety equipment and practices.
- Put controls in place to minimize security risks to warehouse and stock

Warehouse/Layout

The use of warehouse for storing emergency relief items has been proven to improve overall responsiveness, efficiency and effectiveness of the humanitarian supply chain while decreasing the cost incurred in the process. Storage may be short-term for goods in transit or long-term to accumulate working stock that can be used for long-range planning and distribution, or used as a contingency.

Accessibility:

Access to warehouse should be easy for cars and trucks in all weathers.

Utilities:

There should be office space for the storekeeper, preferably with toilet and wash-up facilities, and regular garbage disposal. Lighting in the warehouse and surrounding area. The warehouse should be fenced and facilities should be present for watchmen.

Size:

The warehouse should have sufficient capacity to meet forecast requirements for temporary or transit storage.

Security:

Area should not be likely to invite intrusion or vandalism.

Proximity:

There should be good access to transport infrastructure.

Easy movement:

The warehouse should have sufficient additional floor area to permit easy stock handling and access to all stocks for inspection, and insect and pest control.

Floor:

The floor should be flat and solid, preferably smooth and crack-free concrete. The walls should be as clean and smooth as possible.

Ventilation:

The construction should be dry and well ventilated. The roof should be leak-proof. There should be no broken windows. Doors should close securely with no gaps. To reduce temperature inside the warehouse, you should paint the roof and walls outside, in white.

Space Calculation/Storage Space:

The amount of storage capacity required will depend on the type of storage required. The items and quantities needing to be stored are based on the:

- Program's needs within a given period
- Stocks based on the time necessary to replenish
- contingency stock
- Storage requirements and lifetime of products

To determine the size of the warehouse required, use the volume and floor space needed, rather than the weight of the items to be stored. Extra space is needed to load, unload and repack damaged bags, and will also help with ventilation. A good ratio is 30% for access and 70% for storage.

Storage height depends on the type of items and packaging. A two-meter stacking height is appropriate for the majority of items. Piling over three meters is dangerous and may jeopardize stock at the bottom.

Space Management:

The storage space should be divided in to zones; these areas can be identified by painting on the floor or, other types of division. The space should be divided into four specific zones:

- Isles for circulation, and main isles
- Arrival zone-during unloading, the storekeeper will inspect the delivery for quality and quantity. If this is correct, the storekeeper will accept and register the goods
- Packing zone-for some deliveries, the storekeeper must prepare the order. The packing zone can also be used for repacking
- Storage zones-where stock is stored

Stores Register/Bin card:

All deliveries should be registered in the Store Register and in the Bin-Card. Accurate and up-to date stores records are keys to effective stores management. The registration should contain the followings.

- the description and code number of each category of stores, materials or goods
- the quantity and location of the item
- the date and quantity of each transaction
- the stock balance after each transaction
- the expiry or validity date of the item

Stores should be counted and recorded promptly after receipt or production and whenever there is a store transaction.

Bin card/Stock:

The Bin-Card is a reference associated with each stack of commodities in the warehouse. It provides a record of issues and receipts from a particular stack. No stack should contain more than one shipment. The stack card is an obligatory part of any warehouse management system and is critical to undertake a physical inventory of commodities stored in a warehouse.

Logistics and Handling/ Issues of Stores:

Stores should be issued on a "first-in-first-out" basis, particularly for those items which have a specified shelf life.

- Store Issue Request
- Approval

Stores should only be issued upon production of serially numbered vouchers or job orders approved and signed by authorized staff.

The stores staff should maintain a list of specimen signatures of the authorized officers and the signatures on the vouchers or job orders should be checked against the list.

Recipients of stores should acknowledge received on the voucher, a copy of which should be sent to the accounting department for record.

Stock balance records should be updated promptly upon each issue with details such as the date, reason of issue, voucher/job order reference and the recipient.

Distribution Order:

This document authorizes the storekeeper to release and expedite the goods mentioned on it.

Stock report:

Items with a high turnover should be the subject of a weekly stock report. A stock report gives an accumulated overview of total incoming and outgoing transactions within a specified time frame. This is related to the previous stock figures and matched against the stock count.

Physical inventory:

Physical inventory of the stock must be conducted on a regular basis depending on the rate of distribution, on a stack-by-stack basis. The number of units counted must be compared with the Bin-Card to ensure that no unrecorded issues or received have taken place.

Daily report receipt form:

This form is used by the storekeeper to report daily on the receipt of incoming goods in the warehouse.

Safety and Security of Store:

Storage requirements are much more stringent for food items than for non-food items. Failure to meet these requirements will jeopardize the quality and safety of food items. Specific requirements are indicated on the packaging of food items. If there is no specification, good practices require:

1. A shaded place
2. A dry environment
3. A temperature between (appropriate for the goods or type of material)

The storekeeper is responsible for maintaining the quality of stored food items. Storekeepers must highlight on the stock report any quality problems and all goods close to the expiry date.

The majority of non-food items can be stored in a non-optimal way for several days without major damage, whereas food items deteriorate very quickly or immediately.

In food aid programs, the loss of food due to bad storage conditions has direct consequences for beneficiaries. Good storage techniques reduce the risks of food waste. In addition, specific food quality management is required to detect any possible damage and to take steps to halt any spoilage and consequent loss.

Monitoring:

There is a risk that supplies will fall into the wrong hands when being transferred between organizations and last user and end up on the black market instead of where they are needed. This highlights the need for multiple points in stock asset management.