
 <p>Govt. of Meghalaya</p>	<p>PRIMARY HEALTH CENTER NARTIANG WEST JAINTIA HILLS 793151 MEGHALAYA</p>	<p>Doc. No. NPHC/SOP/IM/07 Date issue: 01-09-2018 Issue No:01</p>
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<p><i>Approved by:</i> Dr.R.Pohsnem Sr.M&HO I/C. Nartiang PHC</p>  <p>Signature & Date</p>	<p>SOP NO. 07</p> <p>STANDARD OPERATING PROCEDURE FOR STORES AND INVENTORY</p>	<p>Page 1 of 6</p>

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Sr.no.	Designation
1	MO
2	Pharmacists
3	Senior most Nursing Supervisor

SOP: 07: Stores and Inventory

1. **Purpose:** To provide guideline instructions for effective and efficient management of Receipt, Storage and Issue of goods and medicines in Primary Health Centre.
2. **Scope :** It covers all activities under the purview of medicine, equipment and goods storage within the Primary Health Centre.
3. **Responsibility:** Over all- **Medical Officer.**
Specific- Stores Supervisor.
a) Storage of medicines, chemicals and equipment- **Pharmacist.**
b) Storage of seasonal items for Patient care- **Senior most nursing Supervisor**

4. Procedure:

Sl. No.	Activity/ Description	Responsibility	Ref. Documents / Record
4.1	<p><u>Receipt of Items/Materials</u> Items are received from the concerned vendor/central/District store along with bill/challan. The material received is intimated to MO/MOIC/ with concerned users for verification.</p>	Pharmacist / Security Guard	Bill / Challan
4.2	<p><u>Verification of Items</u> The materials received are verified with respect to complete specification such as quantity, quality, date of manufacture, date of expiry (as applicable), make etc.</p> <p>In case of any discrepancy, it is informed to MO and the necessary action is taken and the vendor/sender is informed accordingly.</p>	Pharmacist / User	Purchase Order , Bill / Challan Bill / Challan
4.3	<p><u>Entry in Stock Register</u> The details of Ok materials are entered in Stock Register. For medicines/ drugs, Procedure for Pharmacy Management is followed.</p>	Pharmacist	Stock Register Pharmacy Management
4.4	<p><u>Storage of Items</u> The ok materials are stored/kept at identified location may be in store, almirah or at user place as required in a rack with a proper labeling of the medicine name.</p> <p>The rejected materials are kept separately by identifying "Rejected".</p>	Pharmacist / User	Bill / Challan
4.4.1	The safe storage facilities for vulnerable items such as spirit etc. are insured.		

4.4.2	<p><u>Storage of Seasonal Items and other items of patient care</u> Items which are used for a particular season such as blanket, room heaters, coolers etc and patient care such as bed sheets, pillow, pillow cover, chair etc. are kept in separately and issued to the concerned department at the start of particular season or during need.</p>	Pharmacist	
4.5	<p><u>Issue of Items</u> Items are issued against duly filled Indent form and approved (by department head) which is received from the indenter.</p> <p>The record of issued items is maintained in the daily expense / stock register/expenditure register at the store.</p> <p>For issue of medicines, procedure for Pharmacy Management is followed.</p>	Pharmacist	<p>Indent Form, Stock Register, Expenses Register</p> <p>Pharmacy Management</p>
4.6	<p><u>Updation of Stock Register</u> After the issue of items, the Stock Register is updated accordingly.</p>	Pharmacist	Stock Register
4.7	<p><u>Inventory Management</u> As applicable, the inventory of critical items are maintained as follow:</p> <ol style="list-style-type: none"> a) Calculation of Lead time, Reorder level, EOQ etc. b) Maintenance of Buffer / Safety stock. <p>This is done with the intimation/approval from MO/MOIC.</p>	Pharmacist	Stock Register
4.8	<p><u>Physical Verification</u> The physical verification of items is carried out periodically with respect to quantity, quality, Expiry, manufacturer, batch no. etc. The result of physical verification is intimated to the MO/MOIC for taking further necessary action, as applicable.</p>	Deputed Officer/ Pharmacist.	Physical Verification Record
4.9	<p><u>Disposal of Obsolete Materials</u> The expired / condemned items are kept separately and record of such items are maintained which include name, quantity, date of expired etc.</p> <p>These types of items are also received from various deptt. From time to time for disposal. The list of such items are prepared and sent to MO/MOIC for intimation and approval from the competent authority (condemnation committee) for further action.</p>	Pharmacist	List of Obsolete/ Expired Items

5. Work Instructions

Sl. No.	Activity Instructions	Responsibility
01	To ensure that the drugs should be issued only to concerned staff against duly signed Indent and approved by MO.	Pharmacist
02	Maintain marked spaces for the particular items.	--do--
03	To ensure proper environmental conditions for storage of special items.	--do--
04	Maintain record of items expired separately.	--do--
05	Update stock register after receipt or issue of items on time.	--do--
05	Submission of Records to the record room.	--do--
07	Disposal of obsolete / expired / rejected items at identified location.	Pharmacist / User
08	Keep hazardous items in secured place.	--do--
09	To display Material Safety Data Sheet (MSDS) for storage of hazardous items.	--do--
10	keep the storage place neat and clean.	--do--

6. Process Efficiency Criteria:

Sl. No.	Activity No.	Activity	Efficiency Criteria
01	4.4	Sending Rejected Items	The rejected items shall be sent within one month after rejection. If not sent due to some valid reason, the letter shall be sent to vendor/supplier.
02	4.8	Physical Verification	Physical Verification shall be done on yearly basis.

7. Reference Record

Sl. No.	Name of Records	Record No.	Location of Storage	Minimum Retention Period
1	PHC Indent Form	GA-IM07-52	Store Room	10 years
2	PHC Master Stock Register	GA-IM07-53		
3	Expenditure Register	GA-IM07-54	Store room	10 years
4	List of Obsolete/ Expired	GA-IM07-55	Store room	10 years

	Items			
5	Physical Verification Report	GA-IM07-56	Store room	10 years
6	Challan / Bills	GA-IM07-57	Store room	10 years
7	Store Issue voucher(CS)	GA-IM07-12	Store room	10 years
8	Store Issue voucher(NCS)	GA-IM07-13	Store room	10 years
9	Lab Indent register	GA-IM07-41	Laboratory	10 years
10	Lab Sub stock Register	GA-IM07-42	Laboratory	10 years
11	IPD Indent Register	GA-IM07-43	IPD	10 years
12	IPD Sub stock register	GA-IM07-44	IPD	10 years
13	Pharmacy Indent register	GA-IM07-45	Pharmacy	10 years
14	Pharmacy sub stock register	GA-IM07-46	Pharmacy	10 years
15	Labor Room Indent Register	GA-IM07-47	Labor room	10 years
16	Labor room Sub stock Register	GA-IM07-48	Labor room	10 years
17	SC Indent register	GA-IM07-49	Sub center	10 years
18	SC Sub stock register	GA-IM07-50	Sub center	10 years
19	Linen stock register	GA-IM07-51	Store room	10 years

8. References:

- I. Draft SOP NHSRC, QI Division MoHFW New Delhi.
- II. Assessor's Guidebook for quality assurances in District Hospital, Vol.1

1.5.18