

Management of Commodities Checklist

Health Facility Name:..... Supervisor name:

Date: / /

Mg 17	The following items represent standards of commodities management practices	Observation
1	Stock cards: There is a stock card available for each item in store.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2	Stock updates: All information on the stock card is up-to-date, e.g. quantities received, dispensed, and balance remaining	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3	Guidelines: Essential guidelines like drug formulary or drug management guidelines are available and in use (seen).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4	Analysis: The usual drug management parameters are known: average monthly consumption, order lead time, reorder point, maximum and minimum stock levels.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5	Ordering items: Orders are placed in time and are based on consumption patterns. Written purchase orders contain accurate, clear and complete information.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6	Reception of supplies: All deliveries are inspected by staff before acceptance. Reports of new arrivals and their reception are filed.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7	Stock outs: Monthly stock-outs are recorded and discussed with direct supervisor.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8	Internal control: At regular intervals (e.g. monthly), a physical count is made. Actual quantities are compared with records. Discrepancies are investigated and documented.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9	Dispensing: Prescribed drugs are dispensed from the dispensing area only.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10	Instructions to patients: Patients are given verbal and written treatment instructions.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

Please document the key observations on practices in the supervisory report form with in depth analysis whenever needed and suggestions for solutions and next steps



Hanan Mother, Child Health &
Nutrition Project

