

Commodity Storage and Availability Checklist

Health facility name:.....

Supervisor name:

Date: / /

Mg 18	The following items represent standards of good commodity storage practices	Observation
1.	Cleanness: The pharmacy/store is tidy; shelves are dusted, the floor and walls are clean.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2.	General conditions: Air moves freely in the store/pharmacy; fans and window screens are in good condition.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3.	Arrangements: Pharmaceuticals are stored on the shelves in a systematic way, e.g. by dosage forms or by therapeutic class.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Drugs availability		
4.	4.1 Enough stock of drugs is currently available according to the system of the facility (at least for one month)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	4.2 Clinic did not experience shortage of drugs in the last three months	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5.	First In, First Out: Pharmaceuticals with early expiry dates are stored in front of those with later expiry dates.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6.	Expired drugs: Pharmaceuticals with expiry dates beyond current date are not on the shelves. They are strictly not in circulation.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7.	Damaged items: There are no damaged containers or packages on the shelves. Damaged items are placed in a special container.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8.	Refrigeration: Temperature sensitive items are stored in the refrigerator. A temperature record is available and up-to-date.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9.	Functional fridge: The refrigerator is working properly.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10.	Regular check: Items are checked regularly for potential deterioration or expiry.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11.	Storage condition: Shelves and boxes are raised from the floor. There are no supplies in direct contact with the floor.	<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**