

Civil Hospital Gurgaon	Standard Operating Procedure No 21	Document No CH/GGN/BB/14
	INVENTORY AND STORE	Date of Issue: 01-01-2016

SOP 17 INVENTORY AND STORE

1. Scope:

It covers all activities under the purview of medicine, equipment and goods storage within the hospital.

2. Purpose:

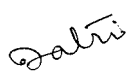
To provide guideline instructions for effective and efficient management of Receipt, Storage and Issue of goods and medicines in Hospital..

3. Responsibility:

Over all- PMO/ Administrator

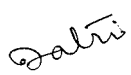
4. Procedure:

Sr. No.	Activity/Description	Responsibility	Ref. Documents/Records
5.1	Indent of items/Materials from State supplies: Request from various departments duly signed by HOD is received by Store I/C. He then prepares a consolidated list of items and materials to be procured after checking the stock availability. This indent is forwarded to PMO/ICMO for approval. After approval from PMO the indent is forwarded to DHS/CMSO.		
5.2	Receipt of Items/Materials Items are received from state supply /the concerned vendor along with bill/challan. The material received is intimated to PMO/MOIC with concerned users for verification.	Storekeeper / Security Guard	Bill / Challan
5.3	Verification of Items	Store keeper /	Purchase Order, Bill

Prepared By	Issued By	Approved By
		

Civil Hospital Gurgaon	Standard Operating Procedure No 21	Document No CH/GGN/BB/14
	INVENTORY AND STORE	Date of Issue: 01-01-2016

	The materials received are verified with respect to complete specification such as quantity, quality, date of manufacture, date of expiry (as applicable), make etc. In case of any discrepancy, the necessary action is taken by CS/DS/MOIC and the vendor/sender is informed accordingly.	User	/ Challan Bill / Challan
5.4	Entry in Stock Register The details of Ok materials are entered in Stock Register.	Store keeper	Stock Register Pharmacy Management
5.4	Storage of Items The ok materials are stored/kept at identified location may be in store, almirah or at user place as required. The rejected materials are kept separately by identifying " Rejected ".	Store keeper / User	Bill / Challan
5.4.1	The safe storage facilities for vulnerable items such as spirit, x-ray films etc. are insured.		
5.4.2	Storage of Seasonal Items and other items of patient care 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.	Store Keeper	
5.5	Issue of Items	Store Keeper	Indent Form,

Prepared By	Issued By	Approved By
		

Civil Hospital Gurgaon	Standard Operating Procedure No 21	Document No CH/GGN/BB/14
	INVENTORY AND STORE	Date of Issue: 01-01-2016

	Items are issued against duly filled Indent form and approved (by department head) which is received from the indenter. The record of issued items is maintained in the daily expense / stock register at the store. For issue of medicines, procedure for Pharmacy Management is followed.		Stock Register, Expenses Register Pharmacy Management
5.6	Updating of Stock Register After the issue of items, the Stock Register is updated accordingly.	Store Keeper	Stock Register
5.7	Inventory Management As applicable, the inventory of critical items are maintained as follow: a) Calculation of Lead time, Reorder level, EOQ. b) Maintenance of Buffer / Safety stock. This is done with the intimation/approval from PMO/MOIC.	Chief Pharmacist Store keeper	Stock Register
5.8	Physical Verification The physical verification of items is carried out periodically with respect to quantity, quality, Expiry etc. The result of physical verification is intimated to the PMO/MOIC for taking further necessary action, as applicable.	Deputed Officer	Physical Verification Record
5.9	Disposal of Obsolete Materials The expired / condemned items are kept separately	Store Keeper	List of Obsolete Items

Prepared By	Issued By	Approved By
SP	Satri	Inda.

Civil Hospital Gurgaon	Standard Operating Procedure No 21	Document No CH/GGN/BB/14
	INVENTORY AND STORE	Date of Issue: 01-01-2016

	and record of such items are maintained which include name, quantity, date of expired etc. These types of items are also received from various departments From time to time for disposal. The list of such items are prepared and sent to PMO/MOIC for intimation and approval from the competent authority for further action.		
--	--	--	--

5. Reference Record

Sl. No.	Record Name	Record No.	Retention Period
1	Indent Form		
2	Stock Register		
3	Expenditure Register		
4	List of Obsolete/ Expired Items		
5	Physical Verification Report		
6	Indent Form		

6. Process Efficiency Criteria

Sr. No.	Activity	Process Efficiency Criteria	Benchmark/Standard/Target
	Inventory Management	No. of drug stock outs in the month	
	Storage	No. of drugs expired in the month	
	Physical Verification	No. of Physical Verification done in the year	

7. Reference

- Pharmacy Management (SOP 11)

Prepared By	Issued By	Approved By
	