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NTMH/ADMIN/General Store/05	SOP on General Store	01	04

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REVISION SUMMARY			
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1. Scope

1.1. This SOP applies to all the activities involved in the management of medical store and supplies in the hospital.

2. Objectives

2.1. This SOP describes procedures for receiving, storing, issuing, procedures for requesting and supplies of stationaries

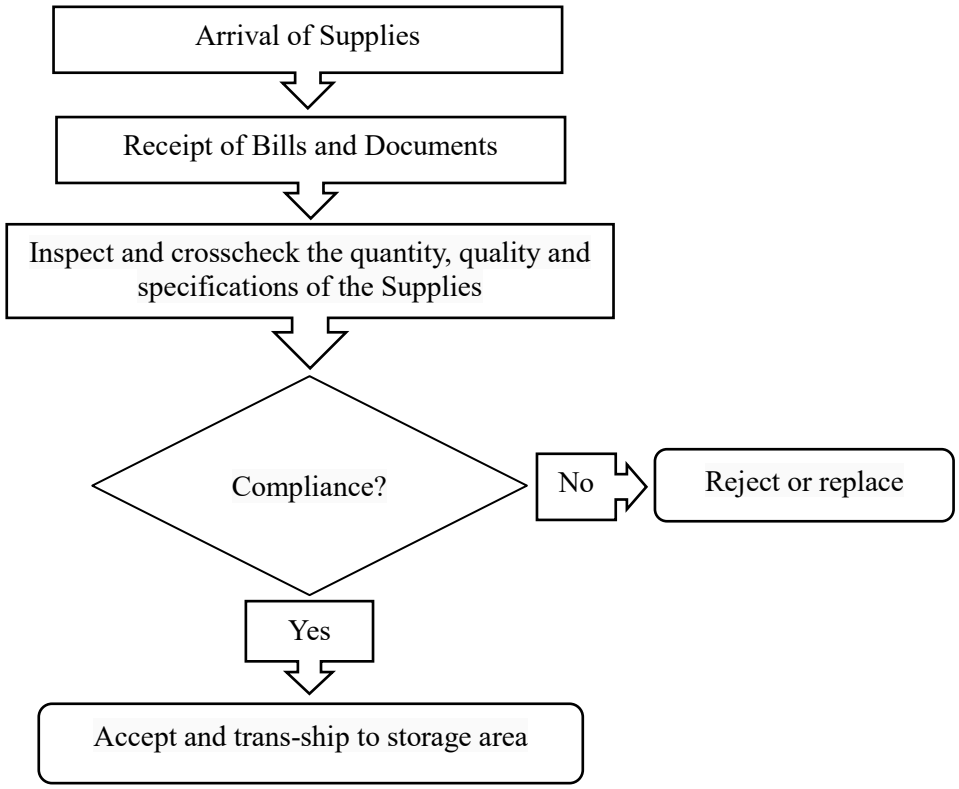
3. Duties and Responsibilities

3.1. Prepare annual procurement plans as per the annual procurement cycle and submit to the designated office
3.2. Process the procurement of office supplies and equipment based on requirements
3.3. Maintain proper documentation and inventory of the equipment and materials
3.4. Collect/receive/issue office supplies, equipment and materials
3.5. Ensure timely collection and sanction of bills.
3.6. Maintain proper storage of office supplies and equipment
3.7. Conduct audits, stock checks and regular inspections
3.8. Practice good store management and implement national PRR and guidelines

4. Principle

4.1. Ensure that General stationary available at all times

5. Procedure-Receiving the supplies-Flow Map



4.1. Arrange the store before the arrival of the supplies
4.2. Get copies of invoices/documents of the supplies and examine whether the supplies comply with the specification reflected in the supply order
4.3. Count and verify the quantity and product name against the details provided in the supply order and other related documents.
4.4. Conduct physical inspection if not, immediately inform the supplier
4.5. In the event of any discrepancy, damaged supplies, defective packaging, the store in-charge shall formally notify the supplier, providing a pictorial evidence and related documents and reports.
4.6. Ensure that the supplies have a minimum remaining shelf life of 75% at the time of receipt.
4.7. Transship the supplies to the designated storage area after completing the physical verification.

6. Procedure-Storage

6.1. Clean the premises and area based on the schedule and maintain records
6.2. Display signboard inscribed in both Dzongkha and English at conspicuous locations, and provide directional guidance to the premises wherever required.
6.3. Store supplies on clean pallets according to the product specifications and with appropriate labeling.
6.4. Maintain adequate space between the rows of stored products for cleaning and monitoring
6.5. Practice good store management
6.6. Conduct physical verification of expiry at the end of each month and segregate the expired and damaged equipment in a designated space.

7. Request for supply

7.1. Prepare the supply order and send to the supplies
7.2. Calculate the requirement of the supplies based on the record of the previous year.
7.3. Maintain proper record and documentation thereof

8. Procedure-Distribution and Issue

8.1. The items should be issued based on the requisition submitted by the respective departments/units.
8.2. Verify the requisitions for authorization, stock availability, quantity accuracy, and expiry status.
8.3. Issue items, maintain records, and update the stock ledger accordingly.