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SOP No.	Title	Version No.	Total Pages
NTMH/ADMIN/Medical Equipment Store/04	SOP on Medical Equipment Store	01	05

Issue Date	Effective Date	Review Period
02/06/2026	01/07/2026	3 years

Function	Name	Designation	Signature
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Distribution:	Medical Equipment Store
Master copy Location:	QA Office

REVISION SUMMARY			
Version No.	**Effective Date**	**Reason for Change**	**Details of the change**
01	01/07/2026		

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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, mobilizing of essential medicines and medical equipment supplied from the Department of Medical Product. It also incorporates the procedures for requesting additional supplies.

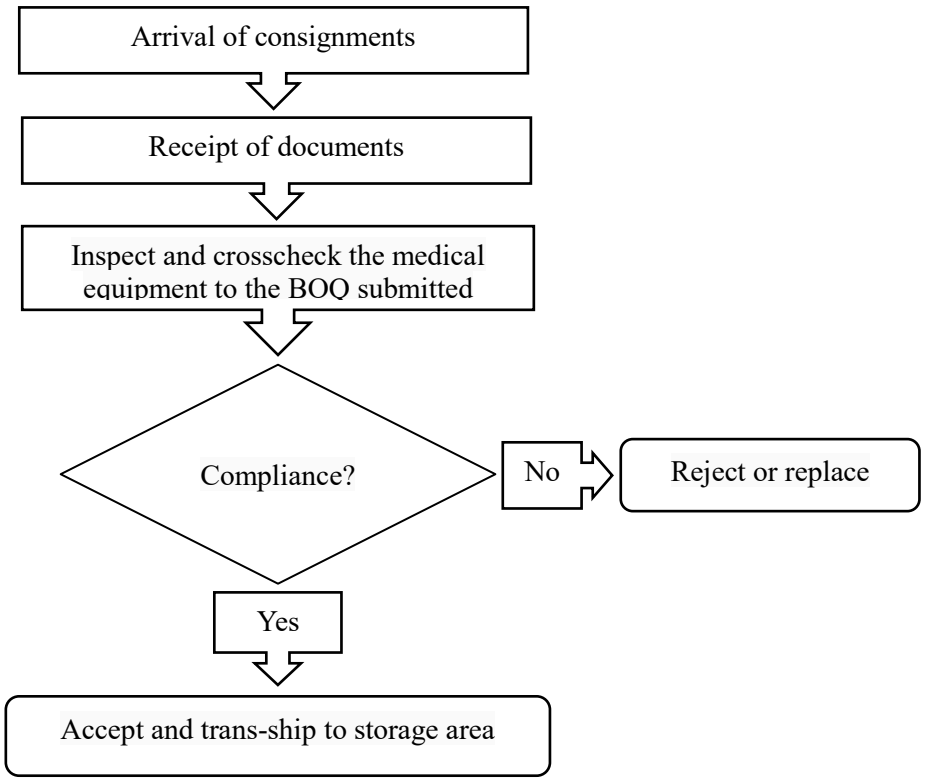
3. General Duties and Responsibilities

3.1. Prepare, process and submit BOQ for medical equipment and materials.
3.2. Attend tender evaluations to verify quality, quantity and specifications
3.3. Collect/receive/issue equipment and materials based on the requisition and maintain proper record, documentation and inventory thereof.
3.4. Maintain proper storage of equipment and materials
3.5. Collaborate with the maintenance unit to conduct timely maintenance of equipment and materials
3.6. Conduct regular stock checks, inspections and audits
3.7. Practice good store management and implement national PRR and guidelines
3.8. Prepare monthly, quarterly and annual reports and submit to the concerned supervisor

4. Principle

4.1. Ensure that Medical Equipment available at all times

5. Procedure-Receiving-Flow Map



5.1. Arrange the store before the arrival of the medical equipment
5.2. Get copies of invoices/documents of the medical equipment (like invoice, COA, import authorization, etc.) and examine whether the equipment comply with the specification reflected in the BoQ, purchase order if not, immediately inform the LMD
5.3. Count and verify the quantity, product name, and lot numbers against the details provided in the shipping documents, delivery invoice, and other related documents.
5.4. Conduct physical inspection on medical equipment if not, immediately inform the LMD
5.5. In the event of any discrepancy, damaged medical equipment, defective packaging, the physical verification team shall formally notify LMD, providing a pictorial evidence and related documents and reports.
5.6. If a few medical equipment is damaged during transportation, only the affected items shall be replaced. In cases of major damage or defects, the entire lot shall be rejected, and the LMD shall be immediately informed for replacement.
5.7. Ensure that the medical equipment has a minimum remaining shelf life of 75% at the time of receipt.
5.8. Dust all medicinal cartons before moving into the store
5.9. Transship the medical equipment to the designated storage area after completing the physical inspection.
5.10. Officials or handlers should be in proper attire to handle medical equipment

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 products 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. Generate a good receipt note for accepted equipment in e-BMSIS.
6.7. Conduct physical verification of expiry at the end of each month and segregate the expired and damaged equipment in a designated space.
6.8. Inflammable and corrosive items should be stored separately.

7. Procedure-Distribution and Issue

7.1. The items should be mobilized/distributed/issued based on the requisition on the indent books of the respective departments/units and TM Units.
7.2. Verify the requisitions for authorization, stock availability, quantity accuracy, and expiry status.
7.3. Issue items, maintain records, and update the stock ledger accordingly.

8. Request for additional supply

8.1. Calculate the additional equipment required based on the ad hoc requisition and submit to the concerned office.
8.2. Maintain proper record and documentation thereof

9. Annexure (insert the FOrms)

9.1 Annex

10. References

10.1. SOP, Medical Store, JDWNRH. 2025
10.2. SOP version no.02, QPD, DMP, National Medical Services, Thimphu, Bhutan. 2024
10.3. SOP version no.00 for Receiving Medicinal Products, LMD. 2025
10.4. SOP version no.00 for Storage Medicinal Products, LMD. 2025

Annexure 9.1

Temperature and Relative Humidity Recording chart

Name of the Center: **Dzongkhag:**

Month:

Temp. = Temperature in Degree Celsius

RH: Relative Humidity

DAY	1		2		3		4		5		6		7		8	
	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH
Morning																
Evening																

DAY	9		10		11		12		13		`4		15		16	
	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH
Morning																
Evening																

DAY	17		18		19		20		21		22		23		24	
	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH
Morning																
Evening																

DAY	25		26		27		28		29		30		31	
	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH	Temp.	RH
Morning														
Evening														