

PROCEDURE FOR CARRYING OUT MONTHLY STOCK TAKING

Date: November, 25th 2023

Revision Number:

Date of Review:

Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach for routine physical counts of the inventory to improve accountability of stock received in the store.

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	PREPARATION	
1.1	Update all the stock cards on the last day of the month.	Stores In-charge
1.2	Arrange the store very well to ensure that stock is at the labelled locations.	Stores In-charge
1.2	Inform the in-charge about the exercise and request for more human resource , if needed.	Stores In-charge
2.0	COUNTING	
2.1	Pair the available resources and start the counting.	Stores In-charge
2.2	Counting should be horizontal and consistent.	Stores In-charge
2.3	Confirm quantity, batch number and expiry dates of each item.	Stores In-charge
3.0	COMPILATION OF RESULTS	
3.1	Receive the results signed by the various counting teams.	Stores In-charge
3.2	Prepare a Stock Take Report in excel and compare with the inventory management system or stock card values	Stores In-charge
3.3	Forward the Report to the In-charge.	Stores In-charge
3.4	Generate the variance report.	Stores In-charge
3.5	Investigate the causes of the variances and propose measures to prevent these causes.	Stores In-charge
3.6	Send the final Report to the facility Management.	Stores In-charge
3.7	Present the report to the medicines management meeting.	Stores In-charge