

# PROCEDURE FOR FILLING A STOCK BOOK

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 on filling a stock book**

SNo.	PROCEDURE	RESPONSIBLE STAFF
<b>1.0</b>	<b>PREPARATION</b>	
1.1	Prepare updated stock cards following completion of stock take.	Stores In-charge
1.2	Enter the facility name on the cover page of the stock book.	Stores In-charge
<b>2.0</b>	<b>FILLING THE STOCK BOOK</b>	
2.1	Assign each item a page in the stock book.	Stores In-charge
2.2	For each item, fill in the description, pack size and item code on the top of the stock book page	Stores In-charge
2.3	Fill in the date of entry, which should be the last date of the month, then the previous physical count. Repeat for all items.	Stores In-charge
2.4	Fill in the total quantity of each item received during that month as totalled from the stock card receipts.	Stores In-charge
2.5	Fill in the total quantity of each item issued during this month as totalled from the stock card issues.	Stores In-charge
2.6	Fill in the recorded days out of stock in that particular month if applicable.	Stores In-charge
2.7	Fill in the total losses and adjustments during the month that's being reviewed if applicable.	Stores In-charge
2.8	Fill in the balance on hand as realized from the end of month physical count.	Stores In-charge
2.9	Verify picked commodities against order to ascertain items and quantities picked.	Stores In-charge
<b>3.0</b>	<b>CALCULATING THE AMC AND ADJUSTED AMC</b>	
3.1	Calculate the adjusted monthly consumption (aMC) and the average monthly consumption (AMC) and fill in the appropriate columns. Refer to EMHS management manual 2023	Stores In-charge
<b>4.0</b>	<b>CALCULATE THE MAXIMUM STOCK REQUIRED</b>	
4.1	Calculate and fill the maximum stock required of this item, note that EMHS have maximum stock of 4 *AMC, ART items, 4*AMC, laboratory 4*AMC, Vaccines 2*AMC, Medical Counter Measures 6*AMC	Stores In-charge
<b>5.0</b>	<b>CALCULATE THE QUANTITY TO ORDER</b>	
5.1	Calculate and fill in the quantity to order. Quantity to order = Maximum stock- stock on hand.	Stores In-charge
<b>6.0</b>	<b>CALCULATE THE QUANTITY TO ORDER</b>	
6.1	Fill in any remarks and your initials.	Stores In-charge
6.2	Fill these details on a monthly basis.	Stores In-charge