

# PROCEDURE FOR REDISTRIBUTION OF COMMODITIES

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Revision Number:

Date of Review:

**Purpose:** The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on redistribution of commodities.

| SNo.       | PROCEDURE   | RESPONSIBLE STAFF                      |
|------------|---|--|
| <b>1.0</b> | <b>TRIGGERS FOR REDISTRIBUTION</b>  |  |
| 1.1        | Redistribution should be done when;<br>There is an excess of EMHS in one facility and a deficit in another.   | Stores In-charge                       |
| <b>2.0</b> | <b>DETECTION AND REPORTING OF STOCK FOR REDISTRIBUTION</b>  |  |
| 2.1        | Complete monthly physical inventory checks and notify the health facility Incharge of items that need to be redistributed.  | Stores In-charge                       |
| 2.2        | Use a redistribution form, to communicate the need to the DHO.  | Facility In- Charge                    |
| <b>3.0</b> | <b>IDENTIFICATION OF RECIPIENT HEALTH FACILITY</b>  |  |
| 3.1        | Notify other health facilities in his/her district of jurisdiction about the existing stock.  | DHO                                    |
| 3.2        | If facilities in the district are well-supplied and do not need the overstocked item, the DHO may communicate with the other districts in the region / zone in which his/her district of jurisdiction is situated and inquire                               | DHO                                    |
| 3.3        | In case no district in the zone/ region is willing to take the excess stock, the DHO should inform Joint Medical Store (JMS) about the stock so they inform all regions in the country of the availability of the product if quantities warrant the effort. | DHO                                    |
| <b>4.0</b> | <b>AUTHORIZATION AND STOCK ADJUSTMENTS</b>  |  |
| 4.1        | Once a recipient is identified in the district or region, the transfer process of redistributable stock should be initiated using two documents; that is the requisition and issue voucher (filled in triplicate).  | Facility In- Charge                    |
| 4.2        | The in charge of the donor facility fills the vouchers on behalf of the recipient health facility   | Facility In- Charge                    |
| 4.3        | The in charge of the donor facility, the DHO of district in which donor facility is located, and the Health Unit Management Committee (HUMC), sign the vouchers   | DHO, In charge donor facility, HUMC.   |
| <b>5.0</b> | <b>RECEIPT OF STOCK AT RECIPIENT FACILITY</b>   |  |
| 5.1        | The in charge of the recipient facility, the DHO of district in which recipient facility is located, and the Health Unit Management Committee (HUMC), sign the vouchers   | DHO, In charge receipt facility, HUMC. |
| 5.2        | One duplicate copy of the requisition and issue voucher should remain at the health facility.   | Facility In- Charge                    |
| <b>6.0</b> | <b>RECORD TRANSACTION ON STOCK CARD</b>   |  |
|            | Make the adjustments on the stock card.   | Stores-in charge                       |