



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank (Microbiology)		
Document:	Internal Policy and Procedure		
Title:	Inventory and Supply		
Applies To:	All Laboratory Staff		
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1. PURPOSE:

1.1 To establish system and set responsibilities for preparing and updating the inventory.

2. DEFINITIONS:

2.1 N/A

3. POLICY:

3.1 The proper storage and use of materials are necessary to avoid dangers such as burns, explosions, fires and toxic fumes.

3.2 All bottles containing reagents must be properly labelled, the label should bear the name and concentration of the reagent, the date on which the reagent was prepared and expiration date.

4. PROCEDURE:

4.1 Ordering supplies:

4.1.1 Reagents and other materials are ordered weekly/ monthly according to section needs; providing the minimum stock level sufficient to the period of delivery, using the specified requesting for supply through the MOH Modeeri system of the assigned personnel.

4.1.2 When the minimum stock level is not sufficient to the usual period of delivery, an emergency order request is used.

4.2 Receiving supplies:

4.2.1 Ensures that the amount ordered is present and refuse receiving the item unless the inventory officer provides a documented reason.

4.2.2 Ensure that the expiry date of the item is more than the expected period of item finishing.

4.2.3 If the expected period of item finishing is less than the expiry date, receive the appropriate amount and documentarily return back the rest amount.

4.2.4 Record date received on item card.

4.2.5 Determine appropriate storage location.

4.2.6 Add new item amount to the inventory list present in storage location and on item card.

4.3 Issuing supplies:

4.3.1 Record the date an item is issued

4.3.2 Subtract the amount issued from the total stock.

4.3.3 Check whether the item is at minimum stock level for reorder or not.

4.3.4 Dispose of empty containers appropriately.






5. MATERIAL AND EQUIPMENT:

5.1 Supplies request/ orders through Modeeri System.

8. REFERENCES:

8.1 Clinical Microbiology Procedures Handbook, American Society of Microbiology, Washington DC, 2005

9. APPROVALS:

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