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| RWANDA FOOD AND DRUGS<br>AUTHORITY  |  | Department/Division/<br>Directorate | Administration and HR           |
| Document Type: <b>Standard Operating Procedure</b>                                |  |                                     | Doc. Number : <b>DFC/SOP/00</b> |
|  | Title:<br><b>STOCK MANAGEMENT (Office stationeries, Refreshments, Spare parts)</b> | Revision Number :                   |                                 |
|   |  | Revision Date: :                    |                                 |
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|   |  | Review Due Date :                   |                                 |

## 1.0 Purpose

This SOP provides guidance and clear instructions on how to manage Rwanda FDA supplies in a manner that is consistent with Government of Rwanda's Law on State Finance and Property(N° 12/2013/OL ryo kuwa 12/09/2013);

## 2.0 Scope

Operations ranging from processing of requests made by end user to report, which are submitted to the Rwanda FDA leadership to ensure oversight.

## 4.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- Rwanda FDA: Rwanda Food and Drugs Authority

## 5.0 Responsibility

5.1 Logistic Office is responsible for stock management and avail all items needed by FDA Staffs in their daily activities.


5.2

## 6.0 Principles

Stock management does not stand in isolation. It spans throughout the steps of acquisition and supply chain to consumption point. As a result, stock management impacts the physical and financial levels of stockholding, the service level provided to Rwanda FDA users, the control parameters within the inventory system and all the decision related processes in the operation. In addition, stock management ensures:

- Controlling each individual item, through its acknowledged characteristics, on a day to day basis.
- Ensuring the effective use of Rwanda FDA personnel involved in the management process.
- Providing information and feedback on the effectiveness of the stock management system.
- Warehouse flow and/or organization to save time and maximize efficiency, Rwanda FDA must have stock organized and items clearly labeled. This eases processes of routine stock management as well as periodic task like inventory taking, recording and inventory counting and recording: All items in the

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| Signature<br>& Date |                |            |           |     |                  |                |

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stock should be recorded. The stock levels should be regularly verified and changes updated on the standard stock cards. Key tasks for the logistics officers include the below ones:

- Maintain stock cards in order to track acquisitions, stock issues and balances.
- Indicate or update the stock cards with new stock balances when items are issued.
- Provide a reference numbers to all stock requisitions to enable quoting of the reference numbers of the related stock requisition and associated historical cost.
- Conduct physical stock count and reconcile the quantities in the stock records, investigate; make adjustments of any variances, after review and approval by senior management.
- Ensure that stock cards are regularly updated and reconciled to physical stock balances on a monthly basis.
- Prepare monthly/ quarterly reports to be used for compiling the final end-of-period stock reports. These reports should be used to give stock values for incorporation in the financial statements.

## 7.0 Distribution

- 7.1 Director General
- 7.2 Heads of Departments
- 7.3 Chief of Finance Office
- 7.4 Division Managers, Directors

## 8.0 Reference


Organic Law on State finances and property: Law N° 12/2013/OL ryo kuwa 12/09/2013

## 9.0 Materials and equipment

Approved SOP and related laws


## 10.0 PROCEDURES

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| Steps<br>Stage | Task/ activity  | Time/ duration                      | Responsibility of   | Data sources;<br>tools, forms and<br>templates    |
|----------------|---|-------------------------------------|---|---|
| 1.             | Gathering all needs from all department/offices                             | One week(June previous Fiscal Year) | Logistic Office   | Template/Excel                                    |
| 2              | Initiate procurement Process  | One Week (July current Fiscal Year) | Logistic Office together with Procurement Team                    | Concept note                                      |
| 3              | Stock delivery and records in stock card                                    | 90 days                             | Logistic office, receiving committee and Procurement team         | Delivery notes, Bid documents                     |
| 4              | Notifying end user for collection and utilization                           | one day                             | Logistics Office  | Hand written Notice and Staff email are both used |
| 5              | End user complete and submit the signed requisition form to logistic office | One day                             | Rwanda FDA direct supervisor                                      | Stock requisition form                            |
| 6              | Analysis and approval of the requisition form                               | Same day of requisition submission  | Logistics Office, Director of Administration and Human Ressources | Approval on the form                              |
| 7              | Issuing the requested materials   | Same day                            | Logistics officer   | Reception Note                                    |
| 8              | Record and update the stock card based on the distributed materials         | One day                             | Logistics Officer   | Stock Card  |

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| 9  | Monthly report on stock level.                      | By 5 <sup>th</sup> of the following Month | Logistics Officer                                | Report template             |
| 10 | Stock counter verification                          | 30th June each Fiscal Year                | Nominated Team by FDA Management                 | List of item and Stock card |
| 11 | Reconciliation Based on counter verification report | One week                                  | Logistics Officer                                | Store card                  |
| 12 | Investigating unsupported Variation                 | One week                                  | Director of Administration and internal auditors | Reports                     |

### *Stock Card Model*

| No | Items | Opening Stock | Received stock | Issued stock | Closing Stock |
|----|-------|---------------|----------------|--------------|---------------|
|    |       |               |                |              |               |
|    |       |               |                |              |               |

Prepared by  
Logistic officer


Verified and Approved by  
Supervisor

### 11.0 Document Revision History

| Date of revision | Revision number | Author(s)      | Changes made and/or reasons for revision |
|------------------|-----------------|----------------|--|
| 16/11/2020       | 0               | QMS Specialist | First issue                              |

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