


RWANDA FOOD AND DRUGS AUTHORITY		Department/Division/ Directorate	Administration and HR
Document Type: <b>Standard Operating Procedure</b>			Doc. Number : <b>DFC/SOP/00</b>
	Title: ASSET, GOOD AND SERVICES MANAGEMENT	Revision Number :	
		Revision Date: :	
		Effective Date :	
		Review Due Date :	

## 1.0 Purpose

This SOP provides guidance and clear instructions on how to request, purchase, and receive stock for use in a manner that is consistent with Government of Rwanda's Law on State Finance and Property (NO 12/2013/OL OF 12/09/2013 ORGANIC LAW ON STATE FINANCES AND PROPERTY)

## 2.0 Scope

This SOP covers all aspects of stock management from the point of requesting, purchasing stock, up to the point of delivery by the supplier, receipt and taking record by the Rwanda FDA logistics unit.

## 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 Implementation of this SoP

## 6.0 Principles

- Requisitions to be made must to the extent possible be planned unless for reasons beyond Rwanda FDA's control such as emergencies. Accordingly, supplies and goods requisitions must be part of Rwanda FDA's procurement plan and have a pre-determined procurement method.
- Demand forecasting: Accurate demand forecasting has the highest potential savings when it comes inventory management. Both over supply and under supply of inventory can have critical costs. It is essential to establish appropriate maximum and minimum stock levels to ensure that what is needed is available when it is needed – based on estimating lead times and safety stock for each item.

Rwanda Food and Drugs Authority

Title/ Name	Author	Checked by			Authorized by	Page 1 of 4
	QMS Specialist	HoD/ FDAR	HoD/ FDIS	CFO	Director General	
Signature & Date						

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## 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

Law n° 62/2018 of 25/08/2018 Governing Public Procurement


## 9.0 Materials and equipment

Approved SOP and related laws

## 10.0 PROCEDURES

Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
Part I: Purchase and Management of Goods and Services				
1	Identification of logistical needs and submission to Procurement Office for inclusion into the procurement plan.		DAHR	Inventory records; Relevant framework contracts
2	Request of purchase order from Finance Unit of Rwanda FDA.		Logistic office	Relevant framework contracts
3	Finance Unit prepares a purchase order for approval	1 day	Finance Unit	Internal Memo, Approved Budget

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Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
6	Follow up with the vendor until delivery of goods/service.	As per contract	Logistics Officer	Requisition form; copy of the purchase order
7	Nomination of receiving committee on delivery date	Immediate	CFO	Notification from Procurement office
8	Logistics Officer updates the inventory list with newly arrived supplies/goods.	Same day of delivery	Logistics Officer	Inventory list and/cards, delivery note

#### Par II: Asset Management

Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
1.	Reception of procured assets	1 day	Receiving committee	Bid documents
2.	Recording of assets	5 days after acquisition	Logistics Officer	Contract, Technical specification
3.	Purchase insurance for the recorded assets	Immediate	Logistics Officer	Contract, Invoice
4.	Maintaining the updated asset register	Routinely	Logistics Officers	Asset Register
5.	physical verification of the assets	Quarterly	Director of Administration and Human Resources	Asset Register
6.	Proving the report from the verification exercise	5 days	Logistics Officer	Asset Register

#### 11.0 Document Revision History

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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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