

<b>QUALITY STANDARD SYSTEM MANUAL</b>	 <b>HALCYON MARINE</b> <small>HEALTHCARE SYSTEMS</small>	<b>DOCUMENT NO.</b> <b>QPU 4.0</b>	<b>EFFECTIVITY DATE:</b> <b>September 7, 2018</b>
			<b>REVISION NO.: 2</b>
		<b>PREPARED BY:</b> <b>Marilar F. De Guzman, MD QAM</b>	<b>APPROVED BY:</b> <b>Glennda E. Canlas, MD Medical Director</b>
<b>SUBJECT: INVENTORY MANAGEMENT QUALITY MANUAL</b>			

**1.0 Measurable Objectives:**

1. To have a sufficient stocks that can supply the day to day operations of the company.
2. To avoid 100% losses cause of theft, obsolescence, spoilage and wastage.
3. To achieve 100% monthly actual physical count of inventory is matched with stockcard.
4. To make arrangement for sale of slow moving items.
5. To move goods efficiently.
6. To maximize profit margins by providing proper accounting.

**2.0 Scope:**

This procedure applies to the Inventory Department, Logistics and Accounting Department of Halcyon Marine Healthcare Systems, Inc.

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**3.0      Definition of Terms:**

**3.1 Inventory Management/Control-** The overseeing and controlling of the ordering, storage and use of items that a company will use in their operations. A business's inventory is one of its major assets and represents an investment that is tied up until the item is sold or used in the operations. It also costs money to store, track and insure inventory.

**3.2 Inventory-** Items or supplies that are considered to be the portion of a business's assets that is ready or will be ready for use.

**3.3 Inventory at Par-** It is the average consumption of each department.

**3.4 Re-Order Point-** is the inventory unit quantity on hand that triggers the purchase of a predetermined amount of replenishment inventory.

**3.5 Replenishment-** is for the units need.

**3.6 PO – Purchase Order**

**4.0      Replenishment Guidelines:**

4.1 Verify from the Inventory Clerk if encoding of receipt and release of supplies in the stock card is updated.

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- 4.2 To come up with the replenishment, deduct the ROP from the weekly ending inventory.
  - 4.3 Print the report and give it to the Purchasing Clerk/Assistant for Purchase Order preparation. (See Fig 1.1)
  - 4.4 Send the printed copy to Purchasing Assistant for contingency for sending Purchase Order.

**Fig. 1.1**

**\*Note:** Maximum item per replenishment/sheet 10 items

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## 5.0 Responsibility and Authority:

**5.1 Inventory Planner and Analyst-** is responsible for the monitoring of stock card and receiving report provided by the inventory clerk and purchasing assistant. The Inventory Planner and Analyst is responsible for monitoring of consumption of every department, IAP & ROP Analysis and cash outflow.

The Inventory Planner and Analyst is responsible for reporting on cash outflow, IAP & ROP, value of consumption and stocks on hand.

The Inventory Planner and Analyst is responsible for receiving requisitions from the end users and prepares replenishment of the stocks in the Central Stockroom.

**5.2 Inventory Clerk-** is responsible for the monitoring, maintenance, and receiving of stocks in the Central Stockroom.

**5.3 Purchasing Clerk/Assistant-** is responsible for purchasing of supplies needed or supplies replenished. Purchasing Clerk/Assistant prepares Purchase Order (PO) and canvass for supplies.

## 6.0 Formulas Used:

**Total Consumption for the Week** = (Day 1 + Day 2 + Day 3... Day 6)

**IAP** = (Weekly consumption x 2weeks)

**Average Consumption for the Month** = (Week 1 + Week 2 + Week 3 + Week 4)/4weeks

**Actual Consumption** = highest consumption in a week

**Ave. Daily Consumption** = (Actual Consumption/ 6 days)

**Total Buffer** = (Order lead time for Processing x Ave. Daily Consumption) + (O. LT for Delivery x Ave. Daily Consumption)

**Re-order Point** = (IAP + Total Buffer)

**Replenishment** = (ROP-E.I)

**\*Note:**

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Order lead Time Processing: 6 days

Order Lead Time for Delivery: 3 days

Computation of IAP and ROP is done per item

**Sample Computation on the Formula given:**

Given: For Item AAA

Day 1 – 10	Day 4 – 2	Week 2 – 35	E. I – 65
Day 2 – 3	Day 5 – 6	Week 3 – 30	
Day 3 – 5	Day 6 – 3	Week 4 – 26	

**Total Consumption for the week** = 29 (week 1)

**Total Consumption for the Month** = 120

**Average Consumption for the Month** = 120/4

**Actual Consumption** = 30  
**IAP** = 35  
= 35 x 2

**Average Consumption per Day** = 35/6  
= 5.8 or 6

**Total Buffer** = (6 x 6) + (3 x 6)  
= 36 + 18

**Re-order Point** = 54  
= 70 + 54  
= 124

:: Therefore: The ROP and IAP of Item AAA are 124 and 70, respectively

**REPLENISHMENT FORMULA:**

**Replenishment** = 124 – 65  
= 59

:: Therefore: We need 59 pcs for Item AAA in order for us to satisfy the needs of the end users.

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#### 7.0 Replenishment Procedures: Standard Procedure for Replenishment

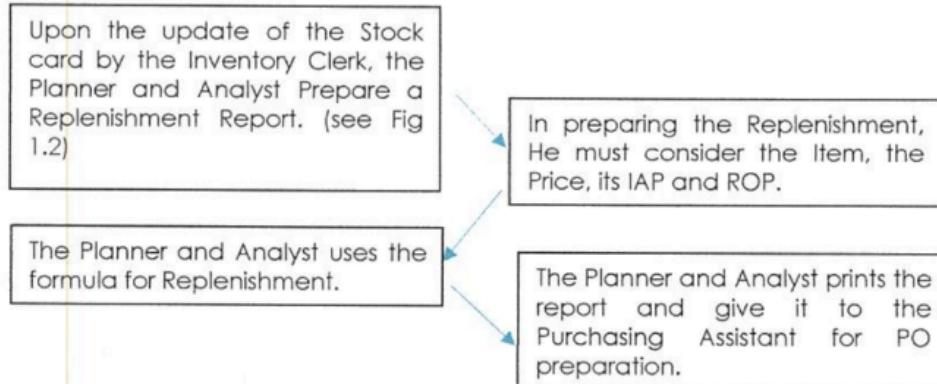


Fig. 1.2

HALCYON MARINE HEALTHCARE SYSTEMS STOCK REPLENISHMENT FORM		Date:	PO No.:					
ITEMS	Packaging To Identify	SUPPLIER	COST	IAP	ROP	E.I.	# of Unit to Purchase (IAP)	<b>TOTAL COST</b>
	UNIT							
<b>TOTAL</b>								
Prepared by:	Noted by:	Approved by:			Purchased by:			
Inventory Planner and Analyst	Operations Manager	Accounting Supervisor			Purchasing Assistant			
HMHS A OCT - 31 (9/23/2015)								

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## **8.0 Receipt of Supplies from the Suppliers**

The Inventory clerk inspects delivered items to determine if the items are in acceptable condition and in the correct quantity ordered, for items with expirations, the Inventory clerk must take note of the expiration dates to avoid expiries.

Near expiries must be returned to the supplier considering if it's slow moving or not. If the item received is in good condition and complete, a receiving report, which is generated from the purchase order, is prepared.

If the equipment is delivered directly to the end user department, an authorized employee of that department must come to the Stock room or receiving area to sign a stock transfer form indicating acceptance of the delivery.

In case of discrepancies, the purchasing clerk should be notified.

## **9.0 Releasing of Supplies/Items to the end users**

End users must prepare a Supplies Requisition, indicating if it's regular or non-regular items.

Regular items should be separated with the non-regular items.

The requisition must be signed by their department head/manager.

The Planner and Analyst then receives the requisitions to ensure availability of stocks, if an item is unavailable he must inform the purchasing clerk/assistant. After receiving the requisitions and checking availability, the Planner and Analyst will forward the forms to the Inventory clerk to prepare the items. (Guidelines for the requisition of each department) Then the items are released according to their schedules.

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**10.0 Guidelines for the requisition of each department:**

1. Except for the laboratory, submission of Requisition Forms must be done before 11:00PM of Wednesdays only.
2. For the laboratory, submission of requisitions is during Tuesdays until 10:00AM.
3. The releasing of inventory, except for laboratory, is during Thursdays (Time Schedule for Releasing of Items Requested per Department).
4. For the laboratory, inventory items are released every Wednesdays (Time Schedule for Releasing of Items Requested per Department).
5. The purchasing department must be informed of midweek requisitions on or before Tuesdays and ensure that daily monitoring is updated prior to request.
6. Request for purchase of rush items should be submitted to the purchasing at least 3 days before the actual need for the items.

**11.0 Time Schedule for Releasing of Items Requested per Department:**

**WEDNESDAY**

• Laboratory : 2:00 PM

**THURSDAY**

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- Accounting : 2:00 PM
- Documentation : 2:00 PM
- PEME Reception : 2:00 PM
- Follow-up Reception : 2:00 PM
- PEME Account Specialist : 2:15 PM
- Processing : 2:15 PM
- Psychometric : 2:15 PM
- Dental : 2:15 PM
- HR : 2:30 PM
- MIS : 2:30 PM
- QA : 2:30 PM
- CSO : 2:30 PM
- Executive : 2:45 PM
- Utility : 2:45 PM
- X-ray/Ultrasound : 2:45 PM
- Operations (MOM) : 3:00 PM
- History Taking (PE) : 3:00 PM
- Testing : 3:00 PM
- Follow-up Units : 3:00 PM
- Immunization : 3:00 PM

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#### **12.0 Physical Count of Inventory**

A physical count of inventory in the stock room should be done every last Friday of the month and in each department should be done monthly.

This will be conducted by the Planner and Analyst, Inventory Clerk and by an authorized employee under the accounting department. After the count, let the unit head sign the actual count.

#### **13.0 Report of Stolen and Missing Items**

The Inventory Clerk is required to report all actual or suspected stolen items to the Planner and Analyst promptly and provide assistance in the completion of the incident report.

The Planner and Analyst is responsible for providing the HR department with copies of incident reports documenting any actual or suspected stolen item.

#### **14.0 Report of Expired Items**

The Inventory Clerk is required to report all expired items, provided with a printed report and signed by the latter, to the Planner and Analyst.

The Planner and Analyst will then report it to the Operations Manager and Accounting Supervisor for documentation and for any further actions.

#### **15.0 INVENTORY CLERK AND KEY RESPONSIBILITIES**

##### **INVENTORY CLERK:**

- Inventory Clerk is the company's supplies keeper that is responsible for keeping the quantity of supplies enough for operations use by counting the actual stocks and encoding it on the Stockcard that serve as basis of supplies replenishment.

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**Key Responsibilities:**

- Receiving and checking of delivered supplies.
- Checking the actual count of stocks available in the stockroom.
- Encoding of received and released items in the Stockcard.
- Preparing of requested items and releasing to the end users.
- Filing and keeping of Requisition forms and Stock Transfer Form.

**15.1 STOCKCARD:**

- Stockcard is a systematic list of all supplies available in the stockroom.
- It is a monthly summary of all the received and released items with a total of stocks on hand within a month.
- It contains the actual number of quantity of each item listed.
- It is a continuous data that must be saved and update every month and yearly.
- It is where the total quantity of supplies is monitored.
- It is where all the delivered and released items are encoded.
- The Stock card's inventory is the major report of the Inventory clerk that serves as the basis for Replenishment of the Inventory Planner and Analyst.

**Main Section of the Stockcard**

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- The main section of the Stockcard is composed as follows: Item names, Packaging type and/or Unit of measurement, Supplier's name, Cost of Items, Inventory At Par and Reorder Point as illustrated below:

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- Inventory section is where the name of item and their information are listed.
- The Inventory Planner and Analyst and Inventory Clerk are authorized and responsible for editing or adjusting information in the Inventory section.

**Inventory Section**

- The Inventory Section is composed as follows: Beginning Inventory (BI), Inventory Adjustment, Received and Released columns with date of day below, Weekly Inventory (WI) at the end of the week, and lastly Ending Inventory (EI) at the end of the month as illustrated below:

B.I	INVENTORY ADJUSTM.	REL	REC	REL	REC	REL	W.I	REC	REL	E.I.								
		1	2	2	3	3	27	27	28	28	29	29	30	30	31	31		
4						4					1						3	
3						3					1						2	
4						4					1						3	
0						0											0	
0						0											0	
10						10					3						7	
9	1					8					4						4	

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- **Beginning Inventory** - is the list of Ending Inventory from the previous month or from the previous year if it is January.
- **Inventory Adjustment** - is an extra column in which values are added or subtracted if there are any discrepancies in a particular item.
- **Released (REL.) and Received (REC.)** – it is where the Released and Received quantity of each item is encoded under a particular date of the month.
- **Weekly Inventory (WI)** - It is the total summary of inventory within a week.
- **Ending Inventory (EI)** – It is the total summary of inventory within the whole month.

**Inventory Section Formula**

- First Week:  
- Double click the first Weekly Inventory (WI) column, enter Equal sign then click the first Beginning Inventory (BI) then enter plus sign in before every Received cell within the first week and minus sign in every Released cell.  
- After completing the procedure, Press Ctrl C the first Weekly Inventory cell that has formula then drag it all the way to the last Weekly Inventory cell of the Stockcard to copy the formula throughout the Weekly Inventory column.
- Following Weeks:

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- Double click the second Weekly Inventory then click the first Weekly Inventory then same procedure to every Received and Released cell within the week then copy and drag.

#### **15.2 STOCKS:**

- These are the main responsibility of the *Inventory Clerk*.
- Stocks are items that supply the needs of the company.
- There are two types of stocks; Regular and Non-Regular Stocks.

##### **Regular Stocks**

- These are the basic needs of the *End Users* and must be sufficient anytime.
- All items listed in the Stockcard are Regular items and must be replenished if it runs out of stock.
- Majority of the stocks stored in the Stockrooms are Regular items.

##### **Non-Regular Stocks**

- These are items that are not for regular use and is being bought on as "needed basis".
- Usually stocked for emergency purposes only such as for back up.
- Examples of it are Lights, Door knobs, and other utility and unusual items.
- Non-regulars are also items that are per request only such as Equipments, Furnitures and Fixtures tagged as Fix Assets.

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### 15.3 STOCKROOM

- The stockroom is serving as the storage area of all available stocks.
  - The stockroom is located at the **ground floor and in third floor**.
  - The stocks inside the stockrooms are arranged according to category. Medical consumables must place away from dangerous cleaning chemicals such as "Baygon" spray or strong floor wax etc.
  - Majority of stocks that are placed in the **third floor** stockroom are Office Supplies, Cleaning and Utility supplies and Medical Supplies such as gloves, cotton rolls, facemask etc.
  - Refrigerated supplies such as Laboratory Reagents and Vaccines, and other laboratory supplies are being kept in the **ground floor** stockroom.
- 
- Inventory clerk should always keep the stockroom organized to avoid discrepancies and misplacement of items.
  - Always arrange the items according to their respected places after receiving deliveries and after releasing.
  - Avoid keeping unnecessary things such as used box and other delivery packaging materials or trash inside the stockroom. (Ask for utility personnel for proper disposal.)
  - Request from the utility personnel to clean the stockroom with the presence of authorized personnel.

**Stockroom Keys:**

- Ground and third floor stockroom keys are kept by the Medical Operations Manager and Inventory Clerk.

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#### **15.4 RECEIVING OF SUPPLIES:**

- Inventory Clerk is the authorized personnel to receive purchased and delivered items from accredited suppliers.
- For security reasons, deliveries that are lightweight and handy must be received at the guard post or at the entrance only.
- Heavy and boxed with multiple item deliveries are allowed to deliver directly in the stockroom.
- Refrigerated supplies such as Laboratory Reagents and Vaccines must be deliver directly in the stockroom for temperature reasons.

**Checking of Deliveries:**

- Deliveries must have Delivery Receipt and Sales Invoice that will serve as basis for checking the items.
- Check carefully if the items stated in the delivery and invoice receipts is same as the actual items delivered.
- Check the quality first then quantity.

**Receiving Items that has Expiration Date:**

- For items that has Expiration date such as Medical Supplies, Laboratory Reagents and Vaccines, it is very important to carefully check first the expiration date before receiving.

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\*For Laboratory Reagents, expiration date must be above 6 months from the date of delivery. 6 months and below expiration date is considered for return to avoid expired wastage.

- Wastage of stocks is accountability of the Inventory Clerk and Purchasing Assistant.
- Check the packaging for any damage or sign of contamination especially vaccines for it is to be use directly to patients.
- Put the items to the refrigerator immediately to keep the proper temperature of items.
- Ensure that all copy of invoice and delivery receipts are received by signing with your complete name.
- Don't forget to indicate the date of receipt.
- Make sure that you and the delivery personnel have both copies of receipts.
- Keep the receipts for encoding.
- After encoding as received to the Stockcard, forward the receipts to Purchasing Assistant for further encoding and filing.
- Then put the received items to its respective places and arrange properly.

**END USER** – the person who is assigned to request for their respective Departments and or the user of the supplies requested.

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#### 15.5 RELEASING OF SUPPLIES:

- It is releasing of supplies based on requested item and quantity of the End User.
- It should be based on their Requisition Form.

##### Requisition Form

- It is a controlled form used by the End User to write down their request items, its number of quantity, specification and purpose.
- It is always in two copies for filing and reference purposes of the Inventory Clerk and End User.
- It must bear all the following before releasing the items to End User such as Name of the employee who requested, his or her department, the date of request, the

quantity of item, Items name, Unit of measurement, specification and purpose if necessary. The requisition form is usually approved and signed by the Medical Operations Manager or the department head. The requestor's name and signature and Inventory Planner Analyst's name and signature as the Receiver of the Requisition Form.

- End users must submit their Requisition Form a day before the releasing day to have more time for preparations of Stock Transfer Form and supplies.

##### Stock Transfer Form

- It is used as a proof that requested items are given and received by the End User.
- It must be in two copies, for Inventory Clerk and End User.
- All item released to End User must reflect on the Stock Transfer Form and must be signed by both Inventory Clerk and End User.
- It composed of Department name, Date of transfer or release, Quantity, Unit of measurement, Name of item, and Prepared by and Received by section.

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#### **PREPARATION OF STOCK TRANSFER FORM**

- After receiving the Requisition Form from the Inventory Planner and Analyst, check if the requested items in the Requisition form are available and sufficient in the Stockroom by checking it on your updated Stockcard.
- If the items are available and sufficient, copy the Item names, Unit of measurement and the number of quantity on the Stock Transfer Form.
- Don't forget to write the End Users Department and releasing date on the Stock Transfer Form.
- Stock Transfer form must be in two copies, for Inventory Clerk and End User.
- Requisition form of every Department must have an attached Stock Transfer Form.
- Make sure that all the items and its quantity written in the Stock Transfer Form are physically available.
- The Stock Transfer Form will be the basis for preparing supplies.
- Stock Transfer form should be the basis of your releasing, it will serve as the copy of what and how many items you have released to End Users.

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#### Unit of Measurement

- It is important to identify the item's unit of measurement because each item varies from one item to another in terms of packaging and form of distribution.
- Inventory Clerk must indicate the unit of measurement of each item on the Stock Transfer Form if it is pieces, pack, ream, pad, box etc.

#### **PREPARATION OF SUPPLIES**

- Prepare the supplies according to each department.
- Make sure to double-check your prepared supplies versus the item and quantity written on the Stock Transfer Form.
- Separate the prepared supplies from one department to another to avoid mix up.
- After preparation of supplies, wait for the End Users to come and pick up their supplies in the stockroom.

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**RELEASING OF SUPPLIES TO END USERS:**

- End Users must bring their copy of Requisition Form to serve as basis on checking the items.
- End Users must also bring their own plastic bag or any container for carrying their supplies.
- The Inventory Clerk should count the items in front of End User and must be double check by the End User after based on their Requisition Form.
- The Stock Transfer Form should match the Requisition Form of the End Users.
- The End User must also check the items written in the Stock Transfer Form before signing as received.
- Make sure that the two copies of requisition form are signed by the Inventory Clerk and End User. Make sure that both Inventory Clerk and End User have a copy of the signed Requisition Form.
- Do not forget to remind the end user to log in the Stockroom's Logbook.  
The logbook is composed of the Name of employee who will pick up the supplies, Department and time in and out. It must be signed up before and after releasing.

*Proper Releasing and Storing of Perishable Stocks (Laboratory Reagents and Vaccines)*

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- The rule of "first comes first" must be applied in releasing perishable items.
- "First comes first" means first deliveries or older stocks usually those with nearer expiry dates must be the first to release to end users than those new deliveries that has usually with longer expiration dates to avoid expired wastage.
- The inventory clerk must also arrange the items according to the longevity of expiration dates to avoid mistake.
- Arrange the items from farthest to nearest expiration date as much as possible.
- Avoid shaking the items or storing in improper positions.
- Make sure that items are not leaning against the inside wall of the refrigerator to avoid moisture because the items can be contaminated.
- All refrigerators must have authorized calibrated thermometers to ensure the proper storage temperature of the items.
- The refrigerator temperature must be ranging to 2-8 degree Celsius or as recommended in the package insert of the reagent to be stored. Exceeding 8 degree Celsius is not advisable for safety reasons.
- All thermometers must have a monthly monitoring sheet to monitor if the refrigerator is giving a proper temperature at all time.
- The Quality Assurance staff randomly checks temperature monitoring sheets.

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**RELEASING OF FIX ASSETS:**

- Fix Assets are Furniture and Fixtures, Computer or Medical related equipment that needs an Accountability Form to be filled and signed by the End User.
- Releasing of Fix Assets is same as releasing Regular items only requires an Accountability Form in order to release it.

**Accountability Form** - is used as reference to the information of the user accompanied with details of the equipment such as the name of the equipment, Serial Number, Item Code, and Date of purchase.

- It must be filled and signed by the User of the equipment with signature of the user's department head.
- Inventory clerk must sign in the prepared by section with release date.
- Two copies must be signed and filled up with the same information and details.
- Make sure that both Inventory and the end user have the copy.
- Inventory clerk must file the Accountability Form for future reference.

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**PENDING REQUESTS:**

- It is when there are not enough stocks to be given to compensate the requested amount of items.
- It is caused by unreplenished supplies and late or not on time delivery of ordered supplies.

***How to deal with pending requests***

- List down all the pending items and its quantity.
- Pending requests must serve as soon as the item is available.
- Consider that every request is very important and for immediate use of the End Users.
- Don't include the pending items on the Stock Transfer form if the request is incomplete.
- Report all the pending items to the Inventory Planner and Analyst and Purchasing Assistant for them to process replenishment or to follow up with the suppliers if the pending items have been ordered to facilitate the pending requests.
- Pending requests must serve within 3 days for regulars and 1 month for non-regulars.
- Make a separate Stock Transfer Form for pending requests and do not include it in previously served stock transfers.

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**ENCODING:**

***Regular Stocks Encoding***

- All Regular stocks encoding is being done in the Stockcard.
- The Stockcard Inventory section as mentioned has and must have formula to each column cells to compute the total result of quantity of each item.
- The basis of your encoding must be from the Delivery Receipt for received items and from the Stock Transfer forms for the released items.
- Encoding in the Stockcard is just a manner of adding the number of received items and subtracting the number of released items under the date in which the receiving and releasing is done.
- Just input the number of received items in the **REC** cell and in **REL** cell for released items.

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***Non-Regular Stocks Encoding***

- There is no existing endorsement on how to record the non-regular items but it is important to list down all the Received and Released non-regulars in any means for your future reference.
- Although the Purchasing Assistant has its own record of all the purchased items, it is also important to have your own record of all items you have received and released.

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#### **PHYSICAL COUNT:**

- It is very important to regularly count all your actual stocks on hand versus your inputs in your Stockcard to know if there are any discrepancies or mistake.
- Its main purpose is to correct and match the actual quantity of stocks to the Stockcard.
- Make sure that you encoded everything on the stockcard before counting.
- The best time to count is when there will be no deliveries or requests usually in the afternoon of Friday but if deliveries and requests can't be avoided in any days, just count all the stocks and add or subtract the newly delivered or released items later.
- If a discrepancy is discovered, put the quantity on the Inventory Adjustment column in the Stockcard and report it to the Inventory Planner and Analyst.
- As much as possible makes sure to double check all your counts when receiving or releasing supplies to avoid discrepancies because it's the Inventory clerk's accountability especially if there is any lost on your stocks.

#### **MONITORING OF SUPPLIES:**

- Monitoring is applicable only for supplies that has shorter expiration dates or supplies that requires monitoring such as Vaccines, Drug Testing Kits, and Laboratory Reagents.
- Other Medical Supplies that has expiration date is not subject for monitoring such as Syringes, Lubricating jelly, Gloves etc. due to their longer expiry dates usually ranging to 3 to 4 years expiration dates.
- Monitoring is to identify the quantity of an item based on their expiration dates.

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Example: The item is ABON Barbiturates, the total stock is 30 boxes but 15 of it will expire on Dec. 2015 and the other 15 boxes will expire on Dec. 2016.

- In case of a notified building power outage, Purchasing Assistant and the Inventory Clerk based on the inventory list, shall secure supplies/reagents in an ice chest for transfer to avoid spoilage. Monitoring of the supplies/reagents during power outage is the accountability of the Purchasing Assistant and the Inventory Clerk.

#### DAAT or Drug Testing Kit Monitoring

- Drug testing kits requires intensive monitoring because it requires validation first from the Department of Health before use.
- The Inventory Clerk's monitoring record of the drug kits is monitored by the Laboratory head to identify the quantity of a particular kit to be ordered.
- The monitoring must be updated every Friday because the Laboratory Head is checking it every Monday.

#### **How to Monitor:**

- We have two brands of kits which is Blue Screen (Blue in color) and Abon (Orange and White color).
- The two brands must be count separately.
- Record the name of a particular kit according to their brand and count the quantity according to their expiry dates.
- Then after you count all of the kits, make a record of your count on Microsoft Excel or in Google drive to be sent to Laboratory head.

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#### 16.0 **FILING:**

- All the End Users Requisition Form and its Stock Transfer Form must be filed and kept for audit and for future reference.
- Requisition Forms must be filed in chronological order by its control number and must be divided according to the department, month, and year.
- The file of requisition forms and stock transfer forms are filed in folders with the name of the department, folder's control number, month and year.
- Files for requisition forms and stock transfer forms are placed in portable boxes, away from wet areas.

#### 17.0 **FORMS:**

- 16.1 Stock Replenishment Form
- 16.2 Requisition Form
- 16.3 Stock Transfer form

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