

# Vaccine Inventory Report

**Project:** Vaccination Drive in Rural Africa

**Report type:** Inventory & Stock Movement Report (Seed Data)

**Reporting period:** 2026-01-01 to 2026-01-07

**Prepared by:** Logistics & Cold Chain Unit (Demo)

**Reviewed by:** Program Operations Lead (Demo)

**Hub / Store:** Kifaru District Hub (fictional)

**Version:** v1.0 (Draft)

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## 1) Purpose

This report summarizes vaccine and immunization supply inventory at the district hub and outlines stock movement to outreach sites during the reporting period. It supports:

- stock visibility and reorder planning
  - cold-chain accountability
  - batch/lot traceability
  - wastage monitoring
  - audit readiness
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## 2) Snapshot summary (end of period)

**Overall status:** *Stable – monitor two items (BCG diluent + safety boxes)*

**Cold-chain status:** *No recorded excursions this period*

**Stockouts:** *None recorded at hub; one short-term shortage at an outreach site resolved within 24h*

**Upcoming risk (next 2 weeks):**

- BCG diluent projected to reach low buffer if uptake continues at current rate
  - Safety box consumption higher than forecast due to added outreach day
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## 3) Cold-chain monitoring summary

**Storage equipment (hub):**

- Main refrigerator unit: Hub Fridge A (ID: HUB-FR-A)
- Secondary unit: Hub Fridge B (ID: HUB-FR-B)
- Passive cold boxes for transport: 6 units (all functional)

**Temperature log compliance (hub):**

- Required readings: 2 per day (AM/PM)
- Completed readings: 14/14 (100%)

**Excursions:**

- None recorded (no readings outside 2–8°C for refrigerated stock)

**Corrective actions:**

- Routine maintenance check completed on 2026-01-06
- Replacement batteries installed in digital thermometer unit

**4) Inventory table (end of period)**

**Note:** Quantities reflect **hub closing balance** on 2026-01-07. “Usable” excludes quarantined stock (none this week).

Item	Presentation	Batch/Lot	Expiry	Opening balance	Received	Issued to sites	Returned	Wastage	Closing balance
Penta (DTP-He pB-Hib)	10-dose vial	PNT-4K71	2027-02	1,200 doses	0	240	0	10	950
Measles -Rubella (MR)	10-dose vial	MR-9F22	2026-11	800 doses	200	180	0	20	800
OPV	20-dose vial	OPV-2D18	2026-09	1,000 doses	0	300	0	0	700
BCG	20-dose vial	BCG-7H10	2026-08	400 doses	0	120	0	10	270
BCG Diluent	20-dose	DIL-1C55	2026-06	420 units	0	140	0	0	280
AD Syringes (0.5 ml)	unit	SYR-0P33	2029-01	2,500	0	600	0	0	1,900
AD Syringes (0.05 ml)	unit	SYR-0N21	2029-01	800	0	240	0	0	560
Safety Boxes (5L)	unit	SBX-5L-22	2028-05	120	0	45	0	0	75

Temp Indicator	unit	TI-6B90	2027-12	30	0	10	0	0	20
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#### Wastage notes (hub recorded):

- Penta: 10 doses (opened vials not fully used during low-attendance outreach session)
  - MR: 20 doses (multi-dose vial wastage; late arrivals after session close)
  - BCG: 10 doses (opened vial wastage; strict session time window)
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## 5) Stock movement log (dispatches)

**Dispatch method:** Hub vehicle + motorcycles (spoke distribution)

**Packing method:** Cold box with conditioned ice packs + transport label + batch list

### Dispatch 1 — 2026-01-03

#### Destination sites:

- Mtoni Health Post (HP-01)
- Kijiji Outreach Point (OP-02)

#### Items issued (summary):

- Penta: 120 doses
- MR: 60 doses
- OPV: 150 doses
- Syringes: 300 (0.5 ml), 120 (0.05 ml)
- Safety boxes: 20
- Temp indicators: 5

**Arrival confirmation:** 2026-01-03, 12:10

**Receipt status:** signed (paper + photo submitted)

### Dispatch 2 — 2026-01-06

#### Destination sites:

- Nuru Health Post (HP-03)
- Lengo Outreach Point (OP-04)

#### Items issued (summary):

- Penta: 120 doses
- MR: 120 doses
- OPV: 150 doses
- BCG: 120 doses
- BCG diluent: 140 units
- Syringes: 300 (0.5 ml), 120 (0.05 ml)

- Safety boxes: 25
- Temp indicators: 5

**Arrival confirmation:** 2026-01-06, 13:25

**Receipt status:** signed (digital submission)

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## 6) Site-level issues (noted this week)

**Issue:** Temporary shortage of 0.05 ml syringes at Mtoni Health Post (HP-01)

- **Date:** 2026-01-05
- **Impact:** BCG session delayed by 45 minutes
- **Resolution:** Emergency resupply via motorcycle from hub (same day)
- **Corrective action:** add 10% buffer of 0.05 ml syringes to each weekly pack

**Issue:** High safety box consumption at Kijiji Outreach Point (OP-02)

- **Date range:** 2026-01-03 to 2026-01-07
  - **Likely cause:** additional outreach day added + high turnout
  - **Corrective action:** update forecast assumption; raise next pack quantity
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## 7) Reorder status and projected needs

**Reorder thresholds (hub policy – demo values):**

- Vaccines: reorder when projected stock < 3 weeks at current burn rate
- Syringes: reorder when stock < 4 weeks (higher safety margin)
- Safety boxes: reorder when stock < 6 weeks (bulk procurement lead time)

**Projected concerns:**

- **BCG diluent:** closing 280 units; projected to reach low buffer in ~2–3 weeks if weekly BCG sessions continue at current rate
- **Safety boxes:** closing 75 units; projected to reach low buffer in ~4 weeks if outreach days remain expanded

**Actions requested (demo):**

- Confirm next supply allocation request for BCG diluent (target: +300 units)
  - Add safety boxes to next procurement cycle (target: +100 units)
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## 8) Data quality and traceability checks

**This week's checks:**

- Batch numbers recorded on both dispatch forms ✓
- Site receipts matched hub issue quantities ✓
- Wastage reasons documented ✓
- Temperature logs complete ✓

**Planned next week:**

- Spot-check register totals vs. dose issue/return reconciliation at HP-03
  - Confirm expiry-first issuing (FEFO) followed for MR stock
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## 9) Approvals

**Prepared by:** \_\_\_\_\_ (Logistics Officer – Demo)

**Reviewed by:** \_\_\_\_\_ (Program Ops Lead – Demo)

**Date approved:** \_\_\_\_\_

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## Annex A — Quick inventory definitions

- **Opening balance:** stock at start of reporting period
  - **Received:** stock received from upstream supply chain
  - **Issued:** stock sent to facilities/outreach sites
  - **Returned:** unused stock returned to hub (if applicable)
  - **Wastage:** unusable stock (opened vial remainder, breakage, cold-chain breach, expiry)
  - **Closing balance:** stock remaining at end of period
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If you want, I can also produce a **“Monthly Inventory Report”** version (more formal, with charts-style narrative and KPI section: stockout days, wastage %, FEFO compliance, weeks-of-stock).