

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)

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
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4) Inventory table (end of period)

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

Item	Presentatio n	Batch/Lo t	Expir y	Openin g balance	Receive d	Issue d to sites	Returnde r	Wastag e	Closin g balanc e
Penta (DTP-He pB-Hib)	10-dose vial	PNT-4K7 1	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-2D1 8	2026- 09	1,000 doses	0	300	0	0	700
BCG	20-dose vial	BCG-7H 10	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-0P3 3	2029- 01	2,500	0	600	0	0	1,900
AD Syringes (0.05 ml)	unit	SYR-0N2 1	2029- 01	800	0	240	0	0	560
Safety Boxes (5L)	unit	SBX-5L- 22	2028- 05	120	0	45	0	0	75

Temp	unit	TI-6B90	2027-	30	0	10	0	0	20
Indicator				12					
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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)

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: _____

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).