

## Monitoring Checklist For Provincial Warehouse/District Store

### Particulars

- A. Visiting officer (name):
- B. Designation:
- C. Name of facility:
- D. Date of visit:
- E. Province: Sindh

### General information:

1. Location (accessibility):
2. Security (secure doors & windows):
3. Independent store for TB drugs?
4. Store keeper trained: Date of training:
5. Physical condition of store satisfactory (roof, walls, ceiling, any seepage, condition of white wash, etc.):  
Satisfactory..... Unsatisfactory.....
6. Seating arrangements (office furniture, availability and condition)  
Satisfactory..... Unsatisfactory.....
7. Medicine stored on racks & pellets:  
  
Satisfactory..... Unsatisfactory.....
8. Accessibility: (about 2 Meter )
9. Height from floor: (about 12 cm)
10. Distance from wall as per guidelines (about 40 cm):
11. Exposed to sunlight: Yes.....No.....
12. Bin cards present and tally with stock register and stock: Yes.....No.....
13. Medicines storage following FIFO & FEFO rule: Yes.....No.....
14. Place for loading/unloading: Satisfactory.....Non Satisfactory.....
15. Room temperature at the time of visit: .....°C Satisfactory ..... Unsatisfactory.....
16. Temperature chart maintained: Yes.....No.....
17. ATT drugs: (after physical verification information to be obtained from stock register)

Sr. #	Name of drugs	Last consignment (number)	Last consignment received on	Stock balance	Remarks
1	4 FDCs				
2	2 FDCs 150 mg				
3	2 FDCs 450 mg				
4	HRE				

5	Inj. Streptomycin				
6	Distilled Water				
7	Disposable syringes				

**Pediatric Drugs...**

Sr. #	Name of drugs	Last consignment (number)	Last consignment received on	Stock balance	Remarks
1	3 FDCs				
2	2 FDCs 60/30				
3	H 100 mg				
4	Z 400 mg				

**18. Record pertaining to issue the drugs: (from indents, issue voucher and stock register)**

Sr. #	Name of document	Present	Complete/incomplete	Signed by store keeper and DDO	Tally with other documents?	Remarks
1	Indent voucher					
2	Issue voucher					
3	Stock register					

**19. Issues, challenges/identified (if any):**

**20. Recommendations:**

**21. Signature & designation  
(M&E Officer)  
Date:**

**Section Head**

## Guidelines on Monitoring Checklist for Provincial Warehouse/District Store

### Particulars

- A. & B. The visiting officer should write his name and designation.
- C. Write down the name of facility being monitored
- D. Date of Visit
- E. Province

### General information:

#### 1. Location (accessibility):

Write down the details of approach including type of road (paved or unpaved). Also mention the vicinity and surroundings of store (From security point of view)

#### 2. Security (secure doors & windows):

Give details of doors and windows of the store; are the doors/windows intact, locked or guarded by someone?

#### 3. Independent store for TB drugs?

Check, if there is a separate place for storing TB drugs or these are placed with other general medicines. Answer in "Yes" or "No."

#### 4. Store keeper trained:

#### Date of training:

Ask the storekeeper if he has got any training to manage the warehouse. If trained, then from where, of how much duration and when (mention the dates.) Was it basic training or on job training? Check it from the record and verify from the certificate of training.

#### 5. Check physical condition of store (roof, walls, ceiling, any seepage, condition of white wash, etc.):

Answer in "Satisfactory" or "Unsatisfactory". In case of "Unsatisfactory", what are the deficiencies noted?

#### 6. Seating arrangements (office furniture, availability and condition)

If seating arrangement is good enough, then write "Satisfactory," otherwise write "Unsatisfactory" (e.g. chairs are broken or deficient in number etc.)

#### 7. Medicine stored on racks & pellets:

If medicines are placed and stored properly in racks and shelves, then write "Satisfactory," otherwise write "Unsatisfactory."

#### 8. Accessibility:

(about 2 m high)

**Note:** The height of the boxes/shelves should not be more than 2 meters high from the floor to easily access/carry the drugs.

#### 9. Height from floor:

(about 12 cm)

**Note:** Height of the pellet should be at least 12 cm from the floor

#### 10. Distance from wall as per guidelines (about 40 cm):

Stored items should be 40cm away from the walls. Monitor may physically measure it.

#### 11. Exposed to sunlight:

If the stored items are exposed to sunlight; write "Yes," if not write "No."

**12. Bin cards present and tally with stock register and stock:**

Bin cards should be present for each item, in the store. It should be filled for each supply received or dispatched with due date and signature of storekeeper. Every entry should be in match with the entries in stock register. Also randomly compare it with actual stock available in the store.

**13. Medicines storage following FIFO & FEFO rule:**

FIFO: First in and first out. FIFO Inventory Control method assumes that inventory purchased first is dispatched out first.

FEFO: First expired and First out; FEFO method is utilized in the order of items that are going to expire soon regardless of the date of acquisition.

Preferably the drugs to be expired soon should be kept in front rows of the racks.

This information is documented in stock register. If the store management is following these rules, then write "Yes" otherwise write "No."

**14. Place for loading/unloading:**

If the site for loading and unloading is appropriate (accessible, enough space and clean), then write down "Satisfactory," otherwise write "Unsatisfactory."

**15. Room temperature at the time of visit:**

Check, if the wall thermometer is available and functional in the warehouse at the time of visit.

Normal range of room temperature is 4-26°C. If it is within the normal range, then write down "Satisfactory" otherwise write "Unsatisfactory." Also write down the temperature.

**16. Temperature Chart maintained:**

Check, if there is any chart for recording daily temperature; note whether it is updated. If updated, write "Yes" otherwise write "No."

**17. Anti-Tuberculosis Treatment drugs: (after physical verification information to be obtained from stock register)**

Fill in the columns for each drug mentioned in the table; note the quantity of last consignment received; write the date on which consignment was received and current stock balance; this information should be recorded from stock register.

Remarks: Any specific observation such as stock register is properly maintained; details are appropriate or any overwriting or whether it is updated.

**18. Record pertaining to issue the drugs: (from indents, issue voucher and stock register)**

Fill in the columns for each item mentioned in the table; check, if all the documents are filled, updated and signed by appropriate person; tally indent voucher, issue voucher and stock register with each other; check 3-4 items randomly, write "Yes" or "No," if no write observations/comments in the column of remarks.

**19. Issues, challenges/identified (if any):**

After thorough inspection of the store, write down your observations precisely reflecting the issues/problems identified in bullet form.

**20. Recommendations**

Give your recommendations to rectify the problems identified.

In the light of identified gaps, suggest corrective and proactive (measures to avoid problems in future) actions.

**21. Signature & designation of the M&E Officer along with mentioning the date of visit**

In the end, the M&E Officer will sign along with writing his designation and date of visit.