



Islamic Republic of Afghanistan
Ministry of Public Health
G.D Preventive Medicine
Public Nutrition Directorate

NUTRITION SUPPLY CHAIN MANAGEMENT



**Standard Operating
Procedures**

CONTENTS

FOREWORD	2
ACKNOWLEDGEMENTS	3
INTRODUCTION	5
GLOSSARY AND DEFINITIONS	6
SOP 01	7
QUANTIFICATION AND FORECASTING PROCEDURES	7
SOP 02	14
ORDER PROCESSING AND DISPATCHING PROCEDURES	14
SOP 03	19
GOODS RECEIVING PROCEDURES	19
SOP 04	24
GOODS STORING PROCEDURES	24
SOP 05	31
GOODS DISPENSING AND ISSUING PROCEDURES	31
SOP 06	37
RECALL AND DISPOSAL PROCEDURES	37
SOP 07	42
END USE FIELD MONITORING PROCEDURES	42
APPENDIX	61
Appendix A: Monthly Statistics Report Form	61
Appendix B: Quarterly Nutrition Supply Request Form	62
Appendix C: Stock card (sample)	63
Appendix D: Goods Issue (sample)	64
Appendix E: End Use Field Monitoring Facility Indicators	65



FOREWORD

The purpose of this Standard Operation Procedure (SOP) manual is to assist the Public Nutrition Directorate (PND) of the Ministry of Public Health (MoPH), as well as implementing partners in the field, in managing nutrition supply and providing quality services to malnourished children.

The government of Afghanistan and partners provide PND/MoPH with the resources to treat and help children and achieve the best possible results. The majority of implementing partners and health workers has limited expertise in nutrition supply management, and the technical knowledge and local facilities for handling supplies are lacking. Therefore, with UNICEF's support, the PND decided to systematise tools and SOPs to strengthen commodity management and provide quality services to end users.

This SOP manual sets out the planning (forecasting and quantification), stock management, monitoring, and reporting standards and practices to help guide all implementing partners and health workers in the field to efficiently use supplies and manage patients. The first six modules cover an introduction to supply chain management, Quantification and forecasting of nutrition supplies, Receiving and storing, Physical counting and Issuing supplies while the seventh module provides specific information concerning End Use Monitoring and reporting.

A list of abbreviations used in the SOP manual and user guide can be found in the next few pages. Standard forms that implementing partners may use are presented and attached as annexes.

We hope that this manual will be of great value to all partners involved in nutrition supply planning, implementation, and monitoring in Afghanistan. We also wish for it to stimulate the development of a mind-set that continuously seeks to improve the effectiveness of commodities provided for improving nutrition services. The time and resources invested in a process of this nature are essential in building a solid foundation upon which supplies are managed and utilised.

Ultimately, the MoPH calls upon nutrition partners to adapt these harmonised and standardized nutrition supply chain management SOPs across the country with the primary objective of ensuring efficient management of end- to-end supply chain activities.

Dr. Feda Mohammad Paikan

Deputy Minister

Ministry of Public Health
Islamic Republic of Afghanistan



ACKNOWLEDGEMENTS

The Ministry of Public Health (MoPH), through the Public Nutrition Directorate (PND), acknowledges the efforts of all stakeholders who contributed to the development, harmonization and standardization of the nutrition supply chain SOPs. The PND appreciates the guidance and support of the MoPH leadership, particularly Dr. Najibullah Safi, General Director of Preventive Medicine. The Public Nutrition Directorate provided practical leadership and coordination in guiding the process.

The process of developing the SOPs was facilitated by Wambua Nzioki, Supply Chain Specialist, and Joseph Mbirizi, Monitoring Specialist of The Supply Chain Strengthening Centre – UNICEF Supply Division (Copenhagen, Denmark). The MoPH acknowledges their excellent contribution and general insights towards the conceptualization, design, assessments, drafting, and capacity building in developing the nutrition supply chain management SOPs for Afghanistan.

The drafting process of the SOPs was informed and guided by a diverse group of key stakeholders from departments within government, UN agencies, international and national organizations, and the private sector. The PND would like to acknowledge the efforts and technical contributions made by the following experts:

- ◆ Dr. Shafiqullah Safi, IMAM Officer, PND/MoPH
- ◆ Abdul Hamid, Nutrition Supply/Logistics Officer, UNICEF Afghanistan
- ◆ Ms. Piyali Mustaphi, Chief of Nutrition Section, UNICEF Afghanistan
- ◆ Ms. Jecinter Akinyi Oketch, Nutrition Specialist, UNICEF Afghanistan
- ◆ Emma Maspero, Supply & Logistics Manager, UNICEF Afghanistan
- ◆ Alexander Fomenko, Logistics Specialist, UNICEF Afghanistan

The PND wishes to acknowledge the basic Package of Health Services (BPHS) implementers, zonal nutrition officers, supply and logistics officers, and all those who participated in SOP validation and train-the-trainers, which played a critical role in setting the pace and contributing enormously to the rich information used to complete the SOPs.

The critical role played by UNICEF Afghanistan, nutrition and supply sections, in leading the process, hand-in-hand with PND, cannot go unmentioned.

The design and layout of this manual was done by eliccom Inc. Canada, in close collaboration with the UNICEF Supply Division, Denmark.

Special acknowledgement and appreciation is also extended to the USAID Office of the U.S Foreign Disaster Assistance (OFDA), as well as Food for Peace (FFP), for providing financial support through UNICEF and enabling the development of the supply chain management SOPs.

Finally, the PND fully acknowledges that an effective supply chain management does not end with this SOP manual. The SOPs will guide implementing partners in delivering quality nutrition services that ensure effective and efficient management of end-to-end supply chain activities.



Dr.Mohammad Homayoun Ludin

Acting Director of Public Nutrition Directorate

Ministry of Public Health

Islamic Republic of Afghanistan

INTRODUCTION

The Public Nutrition Directorate (PND) of The Ministry of Public Health (MoPH) and their partners have for the last two years (2015 -2017) focused on strengthening the monitoring and reporting of nutrition supply chain activities within the country to ensure efficient and effective management of end-to-end supply chain activities.

In order to harmonise the country's supply chain processes, the PND, with support from UNICEF Afghanistan Country Office (ACO) and Supply Division (Copenhagen, Denmark), reviewed and documented all the country's nutrition supply chain processes, and identified key areas where guidance and procedures needed to be developed as part of enhancing the MoPH's capacity to manage the entire supply chain. The following areas were identified as requiring agreed-upon procedures to guide all partners involved in managing the country's nutrition supply chain.

- ◆ Quantification and forecasting of nutrition commodities
- ◆ Order processing and dispatching of nutrition supplies
- ◆ Receiving nutrition commodities
- ◆ Commodity storage, including inventory management
- ◆ Goods issuing and reporting
- ◆ Recall and disposal of damaged or expired nutrition commodities
- ◆ End Use Monitoring for nutrition commodities to include all necessary tools to facilitate an accurate monitoring process.

This Standard Operating Procedure (SOP) manual has been developed to act as a reference point for nutrition supply chain staff. It provides simplified procedures for all key activities in the supply chain and identifies the roles and responsibilities of all partners involved in the process.

In addition to this manual, a separate interactive training package based on these SOPs has been designed to equip staff with examples and simplified processes they can refer to in their daily activities. However, it is important to note that the training package (modules) is not specific to particular SOPs, but represents the general activities performed in the nutrition supply chain.

However, we recommend that advice and guidance always be sought from your supervisor when more clarification is required. These SOPs have been developed through intensive and extensive consultations, and therefore, any changes that may be proposed should be approved by the PND before they are implemented.

We hope that this manual will be of great value to all partners involved in nutrition supply planning, implementation and monitoring in Afghanistan.

Dr.Mohammad Homayoun Ludin

Acting Director of Public Nutrition Directorate

Ministry of Public Health
Islamic Republic of Afghanistan



GLOSSARY AND DEFINITIONS

The following terms and phrases have been extensively used in this manual. The definitions have been tailored to fit into the context as much as possible.

- ◆ **Standard Operating Procedure (SOP):** A set of step-by-step instructions compiled by an organization to help workers carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, all while reducing miscommunication and failure to comply with established regulations.
- ◆ **Nutrition supplies:** Goods that are used in the health sector for treatment of Severe and Acute Malnutrition (SAM). These include Ready-to-Use Therapeutic Food (RUTF), F 100, F 75 and Resomal.
- ◆ **Supply Chain Management:** The management of the flow of goods and services, from point of origin to point of consumption.
- ◆ **Quantification:** The process of estimating quantities and costs of medicines and health products required for a specific period and determining when product shipments should be delivered to ensure optimal and uninterrupted supply.
- ◆ **Forecasting:** The prediction of future probable demand for a commodity or service on the basis of past events or prevailing trends.
- ◆ **Storage:** Non-transitory, semi-permanent, or long-term containment, holding, leaving, or placement of commodities, equipment and materials, usually with the intention of using them at a later time.
- ◆ **Inventory Management:** The practice of overseeing and controlling the ordering, storage and accounting of goods at any location within the supply chain.
- ◆ **Recall:** The process of retrieving and replacing defective or unsafe commodities and goods from the supply chain.
- ◆ **Stock card:** A subsidiary record in which each individual movement of stock is recorded. A separate stock card will be used for each item of stock.
- ◆ **Transport carrier:** An individual or company that provides transportation services. In this context, it refers to the vessel used in the delivery of nutrition supplies.
- ◆ **Put away:** The process of moving received inventory from the receiving area into the store or warehouse.
- ◆ **Stock out:** Also referred to as “out of stock.” This refers to a situation when the stock holding facility exhausts a certain commodity or commodities.



SOP 01

QUANTIFICATION AND FORECASTING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to give staff a documented process flow to guide the quantification and forecasting process. This procedure supports the ways of working implemented under the Afghanistan Ministry of Public Health nutrition supply chain management.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Goods Receiving Procedure
- ◆ End Use Monitoring Procedure
- ◆ Goods Requisition and Issue Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Monthly Statistics Report
- ◆ Quarterly Nutrition Request Form
- ◆ Annual Forecast Report
- ◆ Stock Card or Ledger
- ◆ End use stock data collection form



Purpose

The purpose of this procedure is to describe how the implementing partners, Public Nutrition Department, and UNICEF staff can calculate and forecast their monthly, quarterly and annual nutrition supply needs. This procedure should be used at the unit and provincial levels, and is performed each time a request for supplies needs to be sent from the unit or provincial level to the central level.



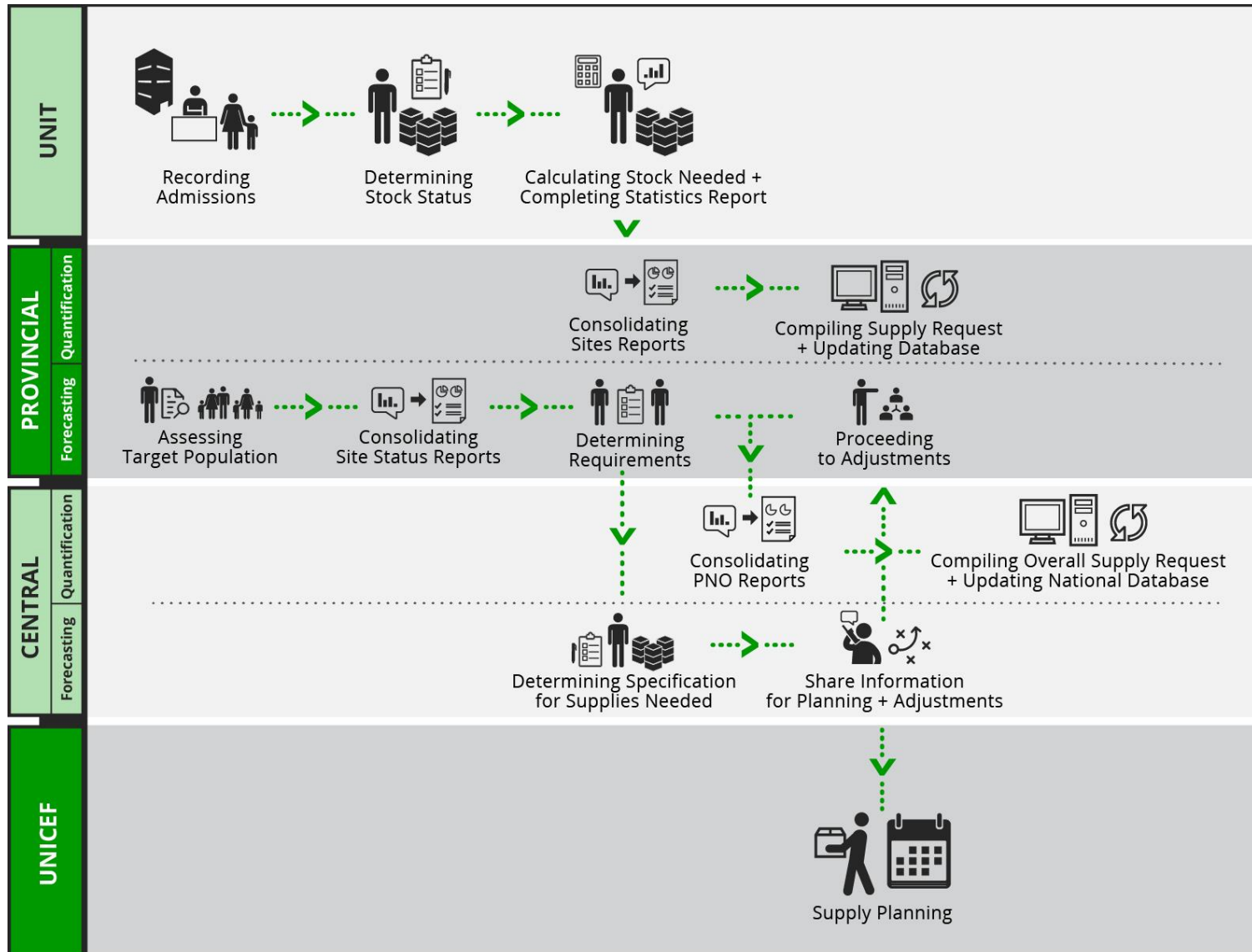
Responsibility

Staff	Examples	Responsibilities
SITE (HEALTH FACILITY [HF])	<ul style="list-style-type: none"> ◆ Inpatient Programme or Stabilization Centres (IPD-SAM) ◆ Outpatient Therapeutic Programme (OPD-SAM) ◆ Supplementary Feeding Programme (OPD-MAM) 	<ul style="list-style-type: none"> ◆ Expected admissions and supply needs are precise. ◆ Admissions, inventory and delivery records are accurate.
PROVINCIAL	<ul style="list-style-type: none"> ◆ Provincial Nutrition Officers (PNO) ◆ Warehouse ◆ Implementing Partners (IPs) 	<ul style="list-style-type: none"> ◆ Admissions, inventory and delivery records are consolidated and accurate. ◆ Expected supply needs for the unit levels are consolidated and accurate. ◆ Annual supply forecasts are generated and based on expected admissions. ◆ Supply needs are precise and inventory records are accurate. ◆ IMAM reports for last three months entered and submitted to PND in nutrition database by 10th day of next month. ◆ Monthly stock report in Supply Chain Management tool (SCM) entered and sent to PND by 10th day of next month.
CENTRAL	<ul style="list-style-type: none"> ◆ Public Nutrition Department (PND) 	<ul style="list-style-type: none"> ◆ Review the supply requests from the provincial and unit levels based on the records in the nutritional database at the end of the reporting period. ◆ Compile a consolidated supply request form for UNICEF to act upon at the end of the reporting period.

Note: If a role identified as responsible for an activity that does not exist at that level, the Head of the Public Nutrition Department is responsible for assigning those duties to an existing alternative role.



Procedure Description



Quantification and Forecasting Process

This process is divided into two sub-processes:

- Quantification of supply needs
- Forecasting of supply needs

Quantification of Supply Needs at the Site (health facility) Level (OPD-SAM, IPD-SAM and OPD-MAM)

Recording admissions

The designated site staff is responsible for recording the following:

1. The total number of Severe Acute Malnutrition (SAM) patients at the beginning of the reporting period, by their age group
 - Less than 6 months
 - 6-23 months
 - 24-59 months
2. All new SAM patients admitted during the reporting period. SAM patients should be categorized based on
 - Presence of oedema
 - WHZ scores (less than -3)
 - MUAC (less than 115mm)
 - Sex (male, female)
3. All SAM patients referred to the site (refer-in) during the reporting period. Patients referred-in should be categorized based on where they came from, for example, from Stabilisation Centre (Inpatient Program) or Outpatient Therapeutic Programme (OPD-SAM), Supplementary Feeding Programme (OPD-MAM) or return default.
4. All SAM patients exiting for several reasons from the site during the reporting period. SAM patients should be disaggregated by exit reasons:
 - Cured
 - Death
 - Defaulters
 - Refer-out
 - Non-cured
5. The actual total number of SAM patients at the site during the reporting period.

Quantifying stock for new patient admissions

The site in-charge is responsible for the following tasks:

1. Record the opening stock balance, by commodity type, at the beginning of the reporting period.
2. Record the total stock received by the site, by commodity type, during the reporting period.
3. Record of the total stock used, by commodity type, during the reporting period.
4. Assess and Record usable Stock on Hand, by commodity type, during the reporting period.



- Record the stock expired during last month or transferred to another HF.

Note: Stock items that are unusable should not be considered as part of the Stock on Hand, but instead considered as damaged stock.

- Determine the stock status (months of Stock on Hand), by commodity type, at the end of the reporting period (Refer to SOP 04: Goods storage, for the steps in assessing stock status).
- Calculate the Average Monthly Consumption using the formula: $\text{Sum of three most recent months of dispensed-to-user data} / \text{Total number of months used (3)} = \text{AMC}$.
 - Only months with stock should be considered.
 - Where there is a stock out, the next preceding month with stock is used.
- Determine the expected number of new SAM patients to be admitted at the facility for the next reporting period. The following are the recommended methods for estimating SAM patients:
 - Multiply by 10% the new SAM patients admitted during the current reporting period.
 - Add this multiplied number (results from step 7a) to the total number of new SAM patients admitted during the current reporting period.
 - The total of 6a and 6b provides the total number of expected new patients for the next reporting period.
- Calculate the needed stock for the expected new SAM patients to be admitted, by commodity type, for the next reporting period using the results from above.
- Prepare and submit the completed monthly statistics report on time.

Quantification of Supply Needs at the Provincial Level

Compiling new expected admissions, stock balance and requested stock from site level

Designated provincial or implementing partner staff is responsible for the following tasks:

- Consolidate all site reports and verify the following:
 - Quantity recorded as received by site against what was dispatched and delivered to site
 - Quantity recorded as used by the site against reported number of beneficiaries
 - Expected new admissions
- Compile a quarterly nutrition supply request form for all sites.
- Update the nutritional database based on the verified information in the monthly statistics report.
- Count provincial stock and compare with stock card and ledger on a quarterly basis.

Quantification of Quarterly Supply Needs at the Central Level

Compiling new expected admissions, stock balance and requested stock from provinces



Designated central PND staff is responsible for the following tasks:

1. Cross-check the records in the nutritional database and the data in the quarterly nutrition supply request form for the following:
 - Expected new admissions
 - Requested supplies
 - Stock received, stock used and stock balances
2. Compile an overall quarterly nutrition supply request form for all provinces, and complete a distribution plan for submission to UNICEF.
3. Update the nutritional database based on the verified information in the monthly statistics report.

Annual Forecasting

At the provincial level

Every province shall create a team to conduct an annual forecast when the time arises. The provincial forecast team should be made up of representatives from the Ministry of Public Health Nutrition Department, Provincial Nutrition Office, and Implementing Partners.

The provincial forecast team is responsible for the following tasks:

1. Perform an assessment to determine the following:
 - Total population
 - Population under 5 years
 - Prevalence of SAM (Severe Acute Malnutrition)
 - Incidence of SAM over 1 year
2. Consolidate all completed monthly statistics reports by site for the two years directly preceding the forecast year. Data should be organized by type of site; that is, OPD-MAM, OPD-SAM, SC.
 - a. Data from the previous year can also be used to consolidate the reports if:
 - A. The quality of data is accurate.
 - B. All facilities are reporting the data every month.
 - b. If not, the data for the previous two years should be used to ensure data accuracy and make realistic projection.
3. Determine the requirements of each province, based on the completed monthly statistics reports.

Note: For areas where the population is at risk of sudden events or shocks due to natural disasters, expected admissions and supply needs will be forecasted as part of **nutrition emergencies**.

Note: This document recommends three months of safety stock should automatically be included in the forecast, and should not be considered as Stock on Hand.

At the central level



1. The Ministry of Public Health Nutrition Department shall create a central level forecast team to review and consolidate provincial forecasts. The team should be made up of representatives from the Ministry of Public Health Nutrition Department, Provincial Nutrition Officer, and Implementing Partners.
2. Based on the assessment of the budget, logistics, and supply chain constraints, the central forecast team shall determine the goods and services needed, and their exact specifications. This information is used to create the supply plan.
3. The central forecast team shall share final forecast information with the UNICEF Afghanistan Country Office for supply planning.
4. Any adjustments to the provincial forecasts, including forecasts for **nutrition emergencies**, shall be communicated back to the provinces by the Head of the PND following final approval of the supply plan.



SOP 02

ORDER PROCESSING AND DISPATCHING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide a documented flow process that will guide the staff at the Ministry of Public Health (MoPH), Public Nutrition Department (PND) and UNICEF Afghanistan Country Office (ACO) in order to process and dispatch nutrition supplies.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Quantification and Forecasting Procedure
- ◆ End Use Monitoring Procedure
- ◆ Goods Receiving Procedure
- ◆ Goods Requisition and Issue Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Monthly Statistics Report
- ◆ Quarterly Nutrition Request form
- ◆ Annual Forecast Report
- ◆ End use stock data collection form



Purpose

The purpose of this procedure is to describe how PND staff at the central level needs to handle and process order requests from the provinces, and how UNICEF ACO staff needs to handle these order requests and process them for timely dispatch. This procedure should facilitate the timely requisition of nutrition supplies and timely delivery of requested orders to facilities.

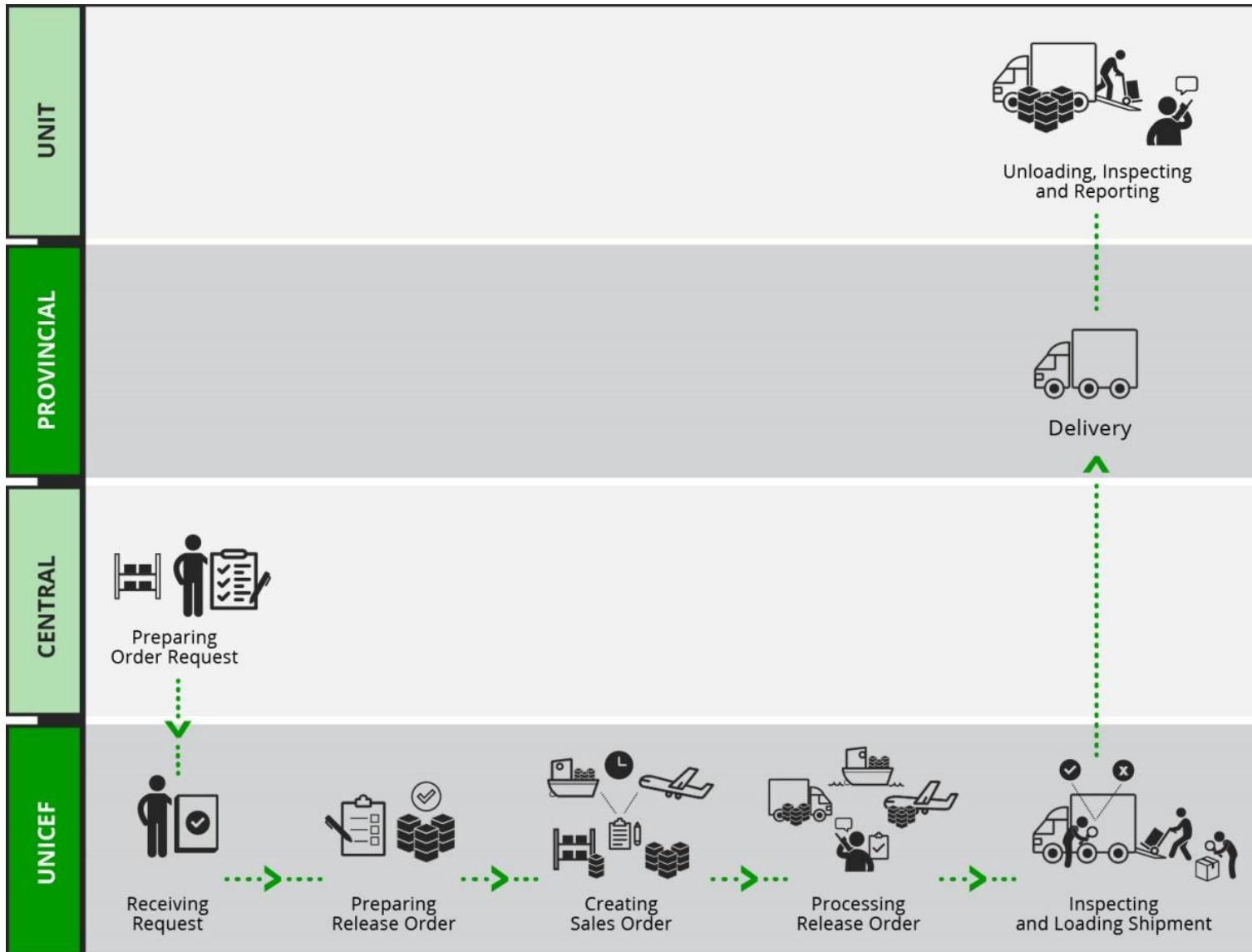


Responsibility

Staff Level	Responsibilities
DESIGNATED PUBLIC NUTRITION DEPARTMENT (PND)	<ul style="list-style-type: none"> ◆ Create and complete the order request. ◆ Plan how the goods will be distributed. <p>Note: The order request includes the following information: quantities for goods, estimated time of delivery for goods, and consignees.</p>
THE HEAD OF THE PND	Authorize and approve the order request including the request letter to UNICEF ACO.
DESIGNATED UNICEF ACO NUTRITION SECTION	<ul style="list-style-type: none"> ◆ Ensure that the information on the order request is accurate by checking for any discrepancies. ◆ Create a release order and sharing hard copies of the plan for distribution of commodities with the UNICEF ACO Supply Section.
DESIGNATED UNICEF ACO SUPPLY SECTION	<ul style="list-style-type: none"> ◆ Advise their Nutrition Section colleagues on the stock status of nutrition supplies in all warehousing facilities, including the possibility of creating a sales order for supply replenishment. ◆ Provide feedback to their Nutrition Section colleagues as to how and when the requested nutrition supplies are dispatched from the warehousing facilities.



Procedure Description



Process

Order request processing

The PND will:

1. Prepare an order request based on the consolidated quarterly nutrition request forms.
2. Prepare a request letter for the UNICEF Afghanistan Country Office.
3. Submit the request letter and the order request to the UNICEF Afghanistan Country Office.

UNICEF ACO Nutrition Section will:

1. Acknowledge receipt of the request letter and the order request.
2. When there are issues on the order request and the request letter, inform the PND for clarification, and possible resubmission of the documents.
3. When the plan for distribution is being reviewed, ensure that the contact details of the focal points where goods are to be delivered are up-to-date.

Release order creation

UNICEF ACO Nutrition Section will prepare a release order specifying quantities of goods and consignee(s) when the stock status and especially available quantities in stock have been confirmed.

Sales order creation

UNICEF ACO Nutrition Section will:

1. When stock needs to be replenished, prepare and release a sales order specifying the quantity of goods and delivery method.
2. Ensure that, when delivery method is by sea, expected replenishment lead time is three to six months.
3. Ensure that, when delivery method is by air, expected replenishment lead time is one to two months.

Release order processing

UNICEF ACO Supply Section will:

1. When the release order has been received, arrange for the appropriate transport based on the volume of goods and consignee(s) location or any other UNICEF ACO consideration.
2. When the goods are inspected while being loaded into the transport carrier, prepare two copies of signed waybills or delivery notes to accompany the shipment.

Loading shipment

UNICEF ACO Supply Section will:

1. Inspect carrier to determine if it is clean and in good repair.
 - Whether floorboards are dry and clean
 - Evidence of chemical spills, garbage, waste, or spoiled foods
 - Insect and rodent activity
 - Bad odour
2. Note the condition of the inside of the carrier and inspect for:
 - Whether floorboards are dry and clean
 - Evidence of chemical spills, garbage, waste or spoiled foods
 - Insect and rodent activity
 - Bad odour
3. Reject defective carriers and state the reasons for rejection.
4. Load only the goods that have been properly packaged. Follow the First-Expired-First-Out (FEFO) and First-In-First-Out (FIFO) principles or protocols when picking goods for a shipment.

Order delivery

Transport carrier will:

1. When goods have been loaded and dispatched from UNICEF warehouse(s), send a notification to the consignee(s) and PND on the delivery schedule.
2. When the goods are being offloaded and inspected by the consignee(s), hand over both copies of the waybills to the consignee(s) to acknowledge receipt of goods.
3. Return a copy of the signed waybill from the consignee(s) to UNICEF ACO Supply Section as proof of delivery of goods. The signed copy shall indicate the date the goods were received and the status of the goods during receipt.



SOP 03

GOODS RECEIVING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide staff with a documented process flow to guide the reception and inspection of goods processed. This procedure supports the quality assurance protocols implemented under the Afghanistan Ministry of Public Health nutrition supply chain management.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Goods Storing Procedure
- ◆ End Use Monitoring Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Stock card or ledger
- ◆ End use stock data collection form



Purpose

The purpose of this procedure is to describe the processes for the reception and inspection of goods while preparing for put-away. This procedure should be used at all times when goods are being received by any facility. This procedure will help improve accountability by ensuring that the proper quality and amount of goods are received.

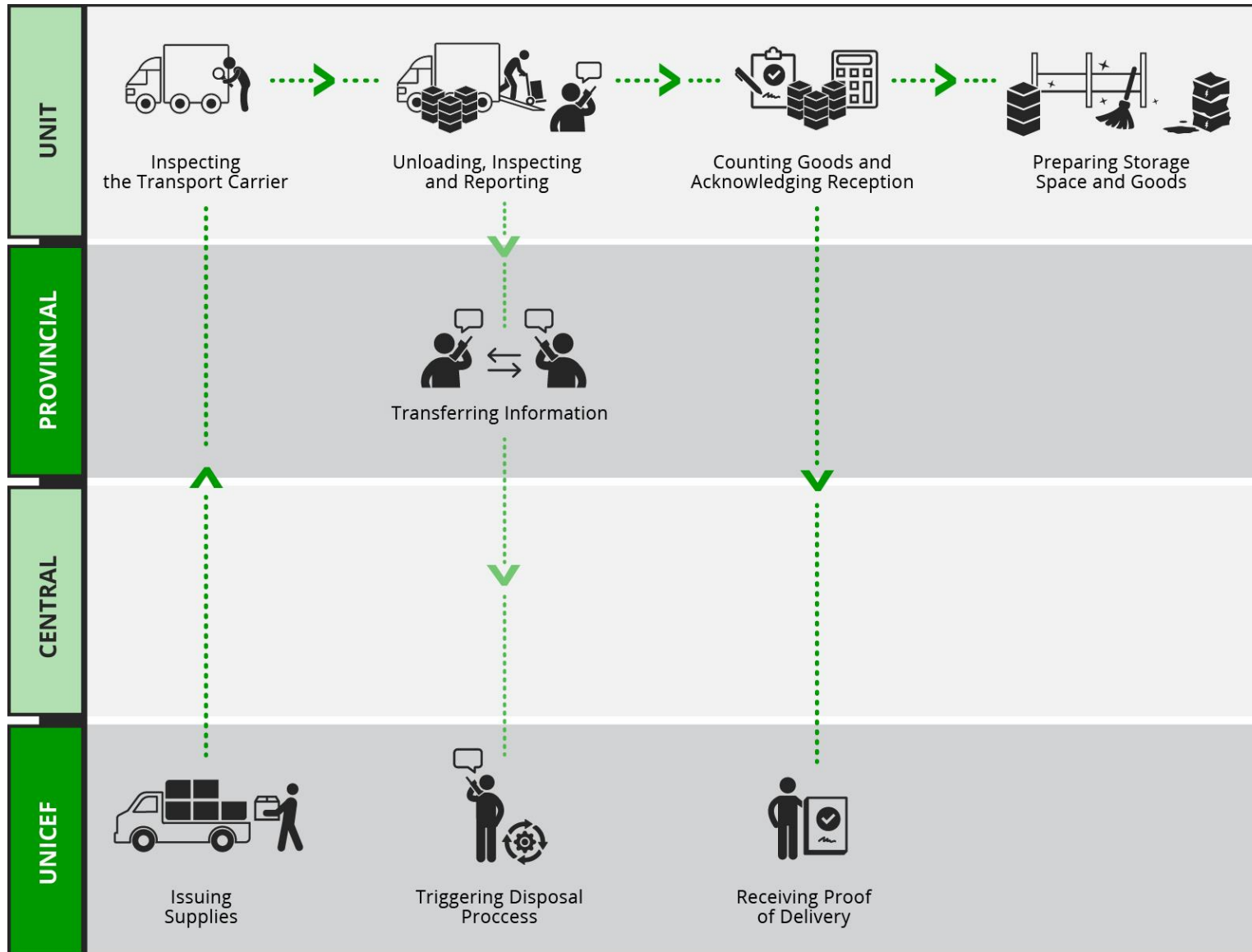


Responsibility

Staff	Responsibilities
WAREHOUSE/STORE KEEPER/NUTRITION OFFICER (PROVINCIAL WAREHOUSE)	Ensure that this procedure is followed for goods receiving.
FACILITY MANAGER OR IN-CHARGE	



Procedure Description



Process

General receiving

The receiver will:

1. Inspect the transport carrier for the following:
 - Floorboards are dry and clean
 - Evidence of chemical spills, garbage, waste or spoiled food
 - Insect and rodent activity
 - Bad odour
2. If you suspect a problem like damage, contamination, filth, or odours, notify your supervisor and/or PNO of any issues. Follow the instructions in the section on “Receipt of damaged goods.”
3. Unload the shipment. When unloading the shipment, inspect the condition of the shipment to ensure:
 - No damaged cases or packages
 - No evidence of any non-food items or items that could contaminate the supplies being received
 - On receipt of damaged goods, follow the instructions in the “Receipt of damaged goods” section
4. Count the goods, and compare the quantity, name, and the lot or the batch numbers with the information stated on the waybills or shipping documents. Investigate any discrepancies.
5. Counter-sign on the waybill copies to acknowledge receipt of goods. Write any comments on the waybill copies on the condition and quantity of goods received. Give a signed and stamped copy to the transport courier to deliver to UNICEF as acknowledgement and proof of delivery of goods.
6. Complete the receiving stock card or stock ledger with the following information:
 - Date received
 - Release order number
 - Description
 - Lot or batch number
 - Quantity received
7. Prepare storage space and goods for put-away.

Receipt of damaged goods

Upon receipt of a damaged shipment, the receiver will:

1. Take a photo of the damaged goods and ensure the transport courier signs the receiving document as evidence.
2. Identify the damaged commodities and tag them with a RED marker, and store in a segregated area away from other goods.
3. Notify the Provincial Nutrition Office (PNO) or the nearest UNICEF Zonal Office



Upon being notified of a damaged shipment, the PNO or UNICEF Zonal Office will:

1. Inspect the damaged goods and note the damage on the release order.
2. Place the damaged goods in a segregated area away from other goods until a notification is received from PND to destroy them.
3. Return the damaged goods to a facility with an incinerator if the receiving facilities lack the services.
4. Attach the picture and pass it on to PND or UNICEF Kabul offices.
5. If goods must be disposed of, follow the disposal procedures of the facility.

SOP 04

GOODS STORING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide staff with a documented process flow to guide the proper management of goods while in storage. This procedure supports the quality assurance protocols implemented under the Afghanistan Ministry of Public Health nutrition supply chain management.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Quantification and Supply Planning Procedure
- ◆ Goods Receiving Procedure
- ◆ Goods Requisition and Issue Procedure
- ◆ End Use Monitoring Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Stock card or ledger
- ◆ End use stock data collection form



Purpose

The purpose of this procedure is to describe the processes of proper storage and management of records for stored commodities. This procedure should be used at all times when goods have been received and put away for storage by any facility and will contribute towards improvement of quality and accountability for commodities in storage.

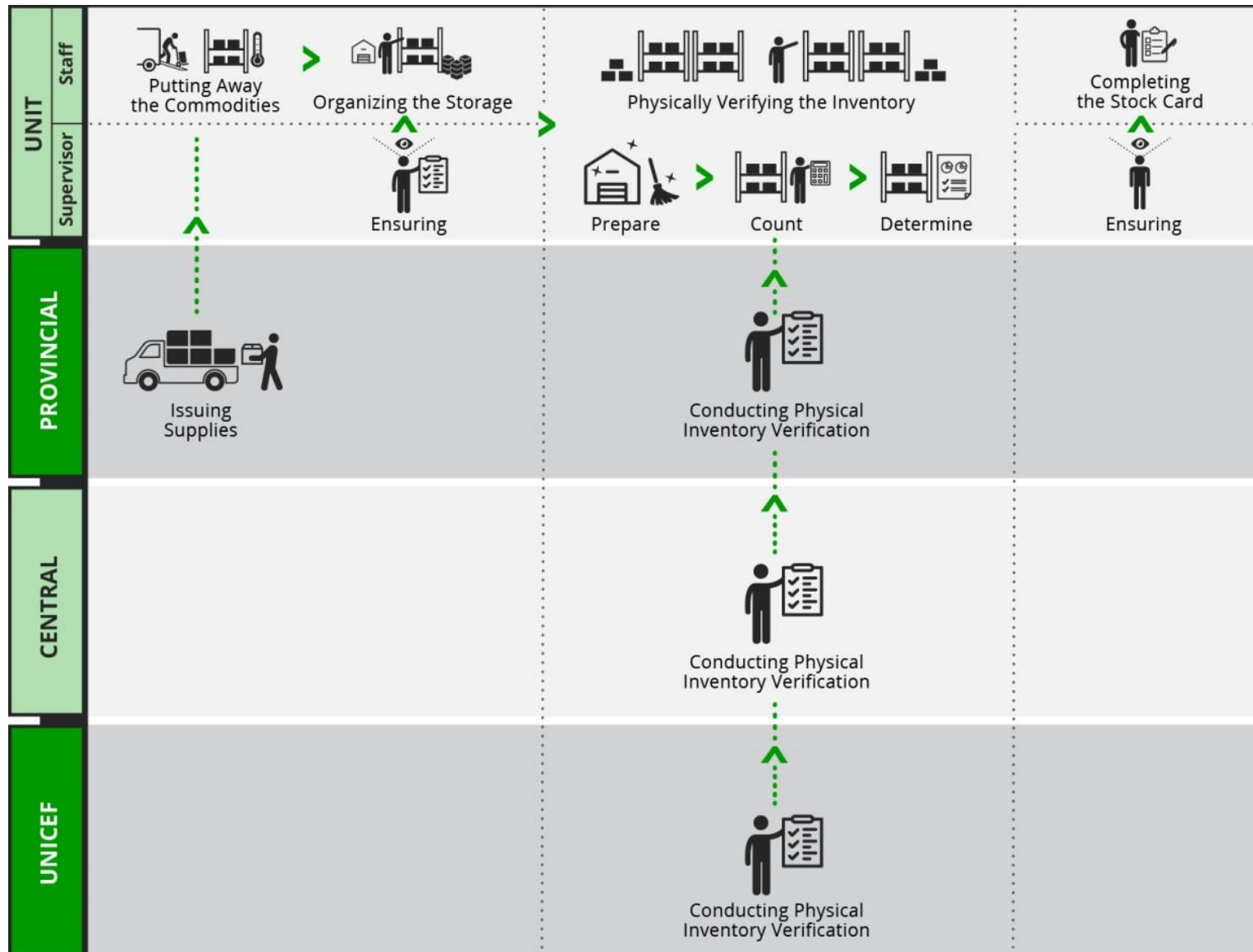


Responsibility

Staff	Responsibilities
ALL STAFF IN THE FACILITY	Ensure that the storage conditions adhere to the standards established for the commodity item, for example, temperature conditions, packaging, and exposure to adverse sunlight.
FACILITY SUPERVISOR	<ul style="list-style-type: none"> ◆ Ensure that nutrition commodities are stored in a rotational manner, based on the receiving date and/or expiry date, and are protected from contamination. ◆ Ensure that nutrition commodities issued out of the facility for use are within the expiry date or the best before date, are clean and free from contamination.
FACILITY SUPERVISOR AND SUPERVISORS FROM PNO, PND AND UNICEF	<ul style="list-style-type: none"> ◆ Conduct a periodic physical inspection and count of the nutrition commodities in the store for accountability purposes. ◆ Ensure nutrition commodities are not damaged through contamination and are within the expiry date or the best before date.



Procedure Description



Process

Put away process

Upon receipt of all supplies, the receiver will:

1. Arrange packages or cartons ensuring that arrows point up and that identification labels, expiry dates, best before dates and manufacturing dates are visible. If this is not possible, write the product name and expiry date or best before date clearly on the visible side.
2. Follow the manufacturer or shipper's directions instructions when arranging commodity items for storage and follow labels for storage conditions.
3. Place liquid products on the lower shelves or at the bottom of shelves or stacks.
4. Ensure that all areas for receiving and storing the commodities are free of debris, and that floors are swept or washed.
5. When storing temperature-sensitive nutrition commodities, ensure proper temperatures in the storage area.
6. Separate food and non-food items during storage, or at least maintain sufficient space between food and non-food items.
7. Cartons and packages with food items should be clean and free from mould, insects, rodents and birds.
8. Any nutrition commodity items damaged during storage or when being moved must be recorded on the stock card or ledger.
9. Commodity items not being used in a timely manner (due to seasonal use or low volume of commodity use) must be checked for expiry date, best before date or damage, and recorded on the stock card or ledger.

First-Expired-First-Out (FEFO) and First-In-First-Out (FIFO)

1. Always store all commodities in a manner that facilitates FEFO practice for stock management.
2. Use commodities with a closer expiry date first, even if they have just been received in the facility.
 - For example: The facility has in store Ready-to-Use Therapeutic Food (RUTF) received on November 1, 2017 with an expiry date of June 13, 2018.
 - On January 2, 2018, the facility receives a shipment of RUTF with an expiry date of May 3, 2018.
 - In this instance, the most recent shipment—the one that expires on May 3, 2018—should be used first.
3. Check that all nutrition commodities in store have at least a manufacture date, expiry date, or best before date on the package or case.
4. Rotate all nutrition commodities in storage by the expiry date or best before date so that the first commodities displayed or placed close to the exit area are the first to be picked. Use the manufacture date to rotate commodities if the expiry date or best before date is not available.



Physical inventory verification

1. When preparing for the physical inventory verification, the facility supervisor is required to:
 - Set a date for the physical count. Select the physical count team. Participants should be selected from the facility. The storekeeper and/or pharmacist should be members of the team.
 - Do not issue commodity items during the physical inventory verification.
 - Do not count incoming supplies (or receipts) on the day of the physical inventory verification. Receipts during the physical inventory verification will be counted in the next physical inventory verification.
 - Make sure that the stock cards or ledgers for the commodity items are updated to the day of the physical inventory verification. If the stock cards or ledgers are not completed, complete them.
 - Prepare the store, make sure all cartons are neatly arranged and partial cartons are clearly visible.
 - Reorganize the commodities by FEFO before verification. Write expiry dates clearly, with large, dark numbers, on each box or carton. This step should have been taken during routine receipt and management of commodities.
 - Visually inspect the commodities as you organize them for counting.
 - Separate any expired or damaged commodities.
2. Count unopened/unbroken cartons or packages first. Multiply the number of cartons or packages by the number of items in the carton or package. This will give you the total number of items in the cartons or packages.
3. Count open/broken cartons or packages. If an open/broken carton or a package contains unopened boxes, count the boxes and multiply the number by the number of items in the box. This will give you the total number of items in the unopened boxes.
4. Count all items that are in open boxes.
5. Add up the total items from the unopened cartons or packages, unopened boxes, open boxes, shelves, drawers, and so on. This will give you the total number of items available in your store and facility, known as “Stock on Hand.”
6. To determine if you have any losses/adjustments, subtract the Stock Balance recorded on the Stock card or ledger from the Actual Quantity on Hand from the physical count. If your result is zero (0), your stock card or ledger records match the number of items in the store. If your result is negative, you have a loss of items in store. If your result is positive, you have more items in store than you had recorded on the stock card or ledger.

Completing stock card or ledger

1. Each item type needs to be recorded on a separate stock card or ledger. The stock card or ledger records the items received and issued out from the store or the facility and helps the supervisor, storekeeper or pharmacist to assess balances quickly without having to count each stock item every time a balance is needed.
2. Stock cards or ledgers must be updated daily. Do not erase wrong entries; instead, cross them out. This allows for transparency and good tracking.



Sample 4.2: Stack/bin card

Stack/Bin Card		ITEM INFORMATION					
		COMMODITY TRACKING NUMBER / DONOR				UNIT	
		ITEM CODE					
		ITEM DESCRIPTION					
		STOCK LOCATION					
		Use-by or expiry date:					
DATE	FROM / TO	WAY BILL NUMBER	QUANTITY (IN UNIT OF MEASURE)			STORE KEEPER	
			IN (+)	OUT (-)	BALANCE (=)	INITIALS	SIGNATURE

SOP 05

GOODS DISPENSING AND ISSUING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide staff with a documented process flow to guide the dispensing and issuing of commodities.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Quantification and Supply Planning Procedure
- ◆ Goods Receiving Procedure
- ◆ End Use Monitoring Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Stock card or ledger
- ◆ IP/SC or OTP admissions register
- ◆ End use stock data collection form



Purpose

The purpose of this procedure is to describe the processes for dispensing and issuing nutrition commodities as per the guidelines of treatment or replenishment based on order requests. This procedure should be used at all times when goods are being dispensed and issued from a storage facility, and will help improve service delivery and accountability.

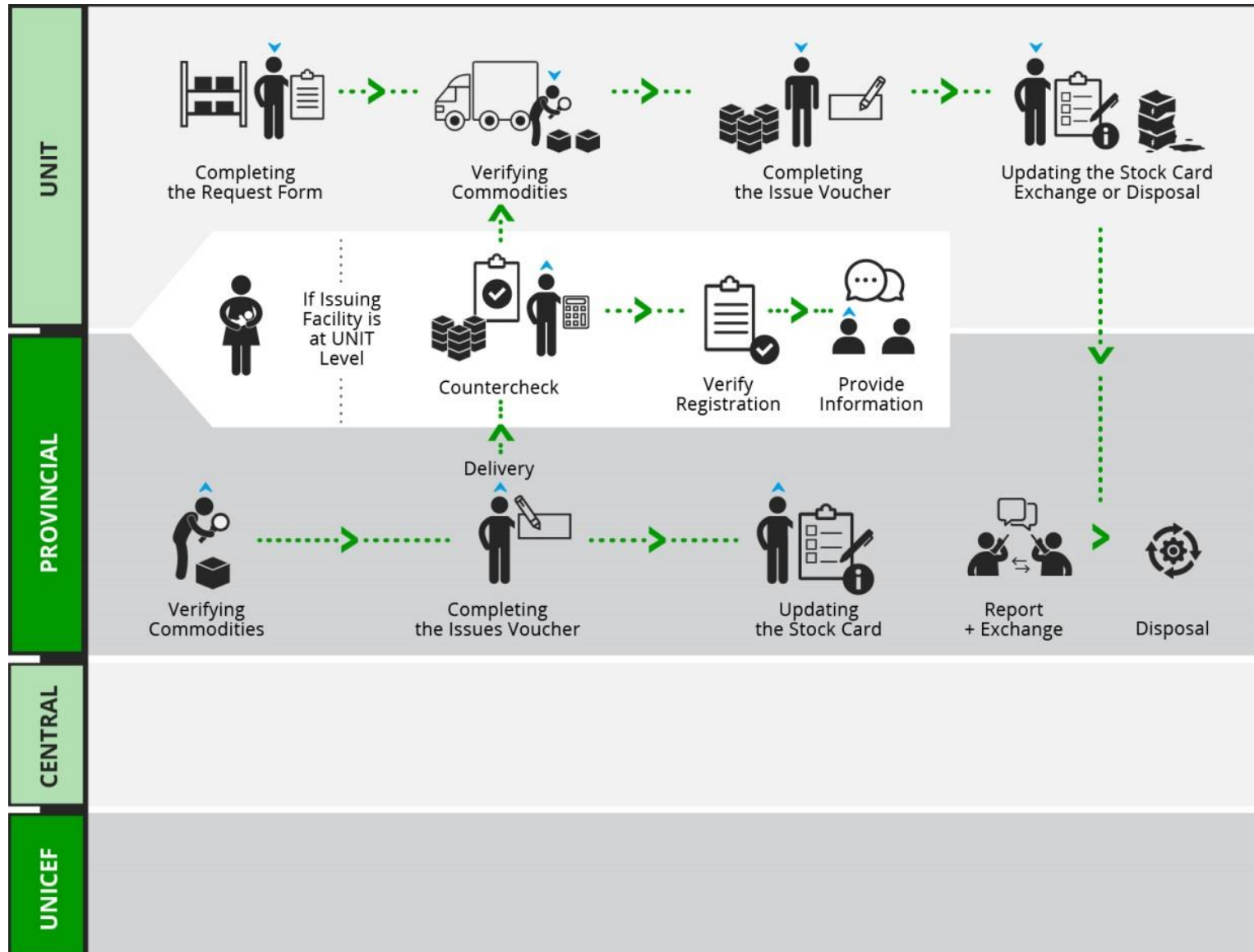


Responsibility

Staff	Responsibilities
STOREKEEPER AND PHARMACIST	<ul style="list-style-type: none">◆ Ensure that the requested commodities are dispensed and issued in a timely manner to facilitate service delivery.◆ Ensure that the commodities dispensed and issued are well packaged and labelled, and within the best before date.



Procedure Description



Process

Completing the requisition form

The storekeeper, the pharmacist or the facility supervisor will complete the requisition form by:

1. Recording the *Name* of the unit making the order, the *District* or *Sub-District* and *ID Code* of the facility placing the order
2. Entering the Signature of the supervisor or person writing the order
3. Entering the Request number and date for this voucher
4. Entering the full description of the commodity requested
5. Entering the unit of measure of the commodity item
6. Entering the quantity of the commodity item currently in stock.
 - If the stock cards or ledger are up-to-date, the last balance on the stock cards, or ledger should be mentioned.
 - If the stock cards or ledger are not up-to-date, a physical count must be done to ensure that this information is accurate.
7. Entering the quantity of the commodity item requested
If it is a routine order, the principle of top up to the maximum quantity must be followed. Refer to the SOP 01 on how to quantify stock for new admissions.
8. Entering the name of the authorising authorizing person, their position and signature

Dispensing and issuing

1. The issuing officer (storekeeper or pharmacist or supervisor) at the dispensing and issuing facility will:
 - Countercheck the carton or package to make sure that it is clean, free from insects, rodents or mould and not damaged.
 - Countercheck the carton or package to make sure that the labelling is correct, that it contains the correct item, and has not gone past the best before date or expiry date.
2. If the dispensing and issuing is at the Health unit level, the pharmacist or dispensing officer will:
 - Countercheck if there is a discrepancy between quantity prescribed and quantity requested to be dispensed and issued.
 - Countercheck if the beneficiary is in the treatment register.
 - Countercheck if the beneficiary or caregiver is aware of the prescribed quantity and how to use them.
 - Provide information to the beneficiary or caregiver on the safe storage and use of the commodity items.

Completing the issue voucher

1. The issuing officer (storekeeper or pharmacist or supervisor) will complete the issue voucher by entering:
 - The document number for the voucher



- This is the number to be quoted when transferring the information to the stock card or ledger.
 - The quantity of the commodity item issued
 - The date of issue
 - The signature of the issuing officer
2. The person receiving the goods or the supervisor of the receiving facility will:
- Enter the date on which the goods were received.
 - Enter the name and signature of the person who has received the goods.
Before signing, ensure that the:
 - Right items have been received
 - Quantities are correct
 - Items have not expired.
 - If any of these discrepancies exist, make a note on the form itself. The person delivering and the person receiving should sign against the note. Also refer to SOP 03 on goods receiving procedures.

Updating the stock card or ledger

1. The storekeeper, pharmacist or supervisor at the dispensing and issuing facility will:
- Enter the transaction information, such as:
 - The date when the stock card or ledger is updated
 - The quantities of items issued or dispensed
 - Updated balance on hand
 - The name and signature of the person who conducted the transaction
2. The storekeeper, pharmacist or supervisor at the receiving facility will:
- Enter the transaction information, such as:
 - Date when the stock card or the ledger is updated
 - Quantities of items received
 - Updated balance on hand
 - Name and signature of the person who conducted the transaction. Also, refer to SOP 03 on completing a stock card or ledger.

Handling returns for safe disposal or exchange

1. For commodity items being returned for exchange because of short-dated expiry, the storekeeper, pharmacist or supervisor at the issuing facility will:
- Record the quantity of commodity items returned for exchange in the stock card or ledger with the comment “returned for exchange.”
 - Enter the expiry date of the returned commodity item.
 - Enter the quantity of requested item in exchange in the stock card or ledger with the comment “exchange.”
2. For commodity items being returned for safe disposal, the storekeeper or pharmacist or supervisor at the facility with safe wastage disposal units will:
- Record the quantity of commodity items returned for safe disposal.
 - Notify PNO or PND of the commodity type and the quantity and seek approval on whether to proceed with the disposal of the items.

Sample Store Requisition Form

STOCK REQUISITION FORM							
Requisition number:				Date:			
Program manager:				Project/department:			
Requested by:				Signature:			
Justification for request:							
Approved by:				Signature:			
No.	Item description	Unit of measure	Quantity requested	Quantity issued	Date issued	Remainder to be issued	
Received by:				Signature:			
Issued by:				Signature:			

Sample Goods Issue Form

From		Date		
To		Reference number		
Programme				
Item description	Unit of measure	Quantity		Remarks
		Requested	Released	
Requested by:	Authorized by:		Date:	
Inventory released by:	Received by:			



SOP 06

RECALL AND DISPOSAL PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide staff with a documented process flow to guide the response actions in the event of a nutrition commodity recall and/or waste disposal. This procedure supports the quality assurance protocols implemented under the Afghanistan Ministry of Public Health nutrition supply chain management.



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Quantification and Supply Planning Procedure
- ◆ Goods Receiving Procedure
- ◆ Goods Storing Procedure
- ◆ Goods Requisition and Issue Procedure
- ◆ End Use Monitoring Procedure



Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Stock card or ledger
- ◆ End use stock data collection form
- ◆ Nutritional Annual Forecast tool



Purpose

The purpose of this procedure is to describe the processes of proper handling and accountability of commodity recalls and/or waste disposal in the nutrition supply chain.

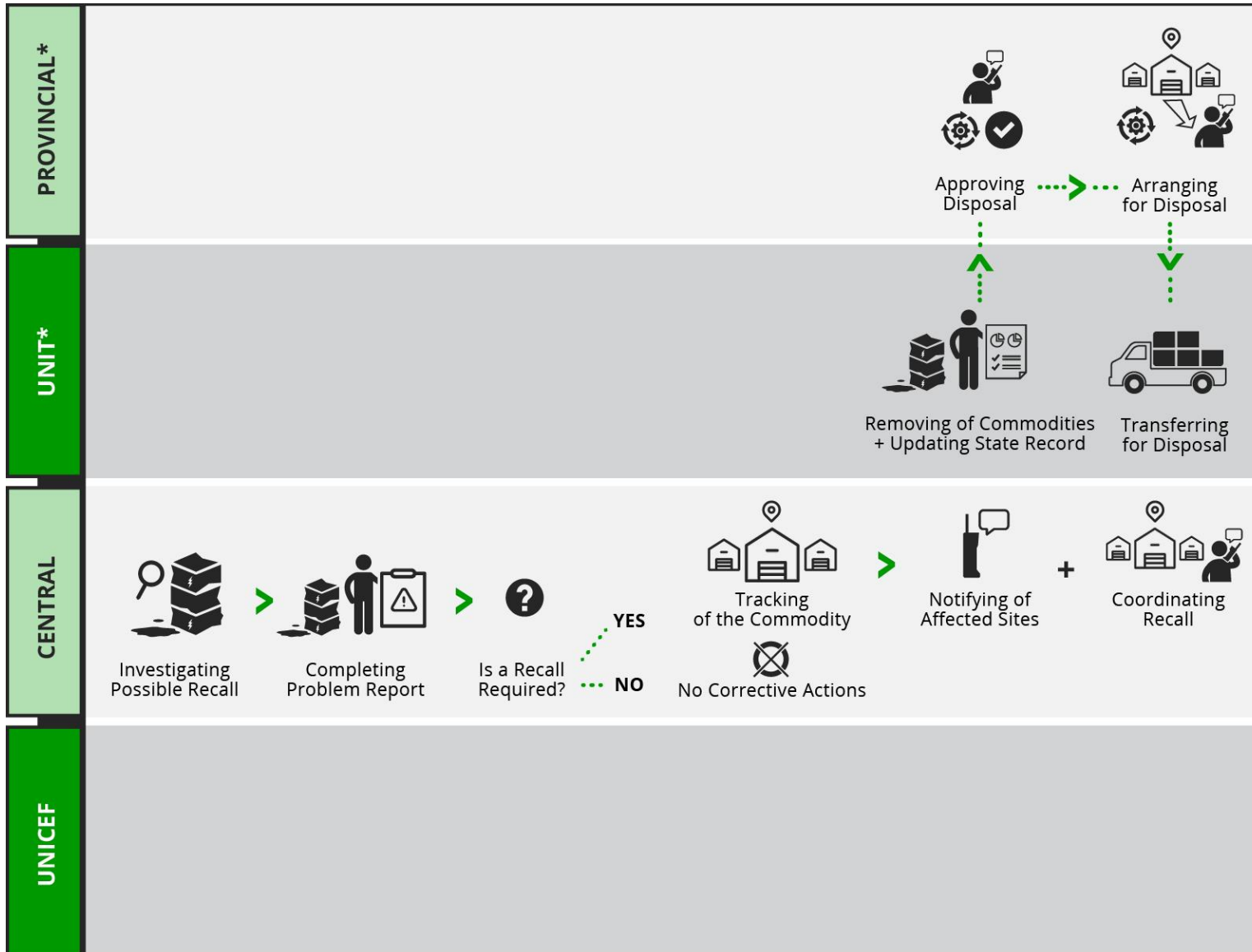


Responsibility

Staff	Responsibilities
STOREKEEPER AND PHARMACIST	<ul style="list-style-type: none"> ◆ Identify and remove the damaged, expired or recalled commodities. ◆ Adjust the Stock on Hand.
FACILITY SUPERVISOR	<ul style="list-style-type: none"> ◆ Ensure that approval to dispose or return damaged, expired or recalled commodities has been granted. ◆ Ensure that commodities are disposed -off as per procedure.
DIRECTOR OF PUBLIC NUTRITION IMAM OFFICER OF PND	<ul style="list-style-type: none"> ◆ Ensure that appropriate mechanisms are in place to track expired or recalled commodities. ◆ Coordinate and provide final authorization of the disposal of damaged, expired or recalled commodities.



Procedure Description



Process

Investigation of possible recall

A recall is initiated when the nutrition commodity may present a health hazard to the beneficiary. The processes implemented should effectively remove the commodity from the supply chain. In the event of a complaint or notification of recall of a specific nutrition commodity, the Head of the Public Nutrition Department will:

1. Gather all necessary information from supplier(s), PNO, the district's implementing partners and unit levels.
2. Assemble a team to conduct a recall or complaint investigation.
3. Conduct a thorough investigation of the problem with the affected nutrition commodity.
4. Determine the nature and potential causes of the problem.
5. Determine any other commodities that may potentially be affected.
6. Complete the Problem Report with all information.
7. Determine which of the following applies:
 - Commodity recall: withdraw the commodity from the supply chain
 - No corrective actions: an isolated incident with the affected commodity
8. Based on the above results, proceed with tracking of the commodity in the supply chain.

Tracking the commodity with complaint or possible recall

In the event of a commodity recall or no corrective action, the IMAM officer of PND will continue tracking the commodity by:

1. Assembling the personnel needed to track the commodity.
2. Identifying the lot or batch number(s) and shipping date(s) of the affected commodity.
3. Determining the quantity and receiving date(s), from the waybills or delivery notes, of the affected commodity within the supply chain.
4. Determining, from the inventory records, the Stock on Hand of the affected commodity within the supply chain.

Recalling the affected commodity

In the event that a decision has been reached to recall the commodity from the supply chain, the IMAM officer of PND will:

1. Assemble the recall team.
2. Gather all the information collected from the affected commodity tracking process above.
3. Determine the quantity of the commodity to recall and all other affected commodities.
4. Notify in writing the affected facilities and sites. The notification will include the following information:
 - Commodity description and the lot or batch number
 - Date(s) commodity was received by the facility or site
 - Quantity of commodity to recall



- Reason for the recall
5. Coordinate and monitor the recall of the affected commodity.
 6. Conduct reconciliation on the total quantity of recalled commodity.
 7. Arrange for the safe disposal of the recalled commodity.

Handling of recalled or commodity waste at facility and site level

The storekeeper, pharmacist or supervisor will:

1. Remove the damaged, expired or the recalled commodities for storage in a segregated area.
2. Adjust the Stock on Hand by issuing out the damaged, expired or recalled commodity from the stock card or ledger records. Note reasons for issuing out as “damaged” or “expired” or “recalled.”
3. Complete a stock count report.

The facility supervisor will:

1. Obtain the approval and clearance from PND or PNO to dispose of commodity waste.
2. Identify a disposal facility willing to accept the commodity waste and notify them. The disposal facility will draw up a plan for disposal and send approval to the requesting facility.
3. Arrange the necessary transportation means for transferring commodity waste from the site to the final disposal facility.
4. Ensure that the commodity waste is properly packaged for transfer.
5. Transfer the commodity waste to the disposal facility.

SOP 07

END USE FIELD MONITORING PROCEDURES



Objective

The goal of this Standard Operating Procedure is to provide staff with a documented process flow on how to monitor, assess and verify whether the nutrition commodities along the supply chain are being handled and used appropriately in accordance with established standards and regulations.

1. To verify general availability of key nutrition commodities;
2. To provide evidence that nutrition commodities are reaching the children they are intended for, and see how they are being used;
3. To monitor supply chain management of nutrition commodities so that problems can be promptly identified and corrective action taken;
4. To contribute to the establishment of an effective supply chain monitoring system; and
5. The intention of the field monitoring is to answer a specific set of questions and trigger further action on the following elements:
 - Number of facilities with stock-outs
 - Expiry of RUTFs and other commodities currently stocked at facilities;
 - Reconciliation of quantities of commodities received and physical inventory;
 - Proper handling of nutrition commodities, including training levels, storage conditions and regular supervision.
 - Assessment of knowledge provided by health workers to caregivers regarding the use of the RUTFs
 - Perceived use and misappropriation of RUTFs by caregivers and the community



Related Policies

National Public Nutrition Policy and Strategy



Related Documents and Procedures

- ◆ Quantification and Supply Planning Procedure
- ◆ Order Processing and Dispatch Procedure
- ◆ Goods Receiving Procedure
- ◆ Goods Storing Procedure
- ◆ Goods Requisition and Issuing Procedure
- ◆ Recall and Disposal Procedure





Related Reporting

The following reports can be used to facilitate and document this procedure:

- ◆ Stock card or ledger
- ◆ IP/SC or OTP admissions register
- ◆ End use stock data collection form and tools
- ◆ Quarterly Nutrition Supply Request form
- ◆ Annual Forecast form



Purpose

The purpose of this procedure is to describe the monitoring and verification process to ensure that staff and beneficiaries comply with the procedures for the appropriate use and handling of nutrition commodities.

It is important to remember that a sound understanding of the End Use Field Monitoring and Verification process will not inherently lead to appropriate use and handling of goods. The End Use Field Monitoring and Verification process needs to include the following:

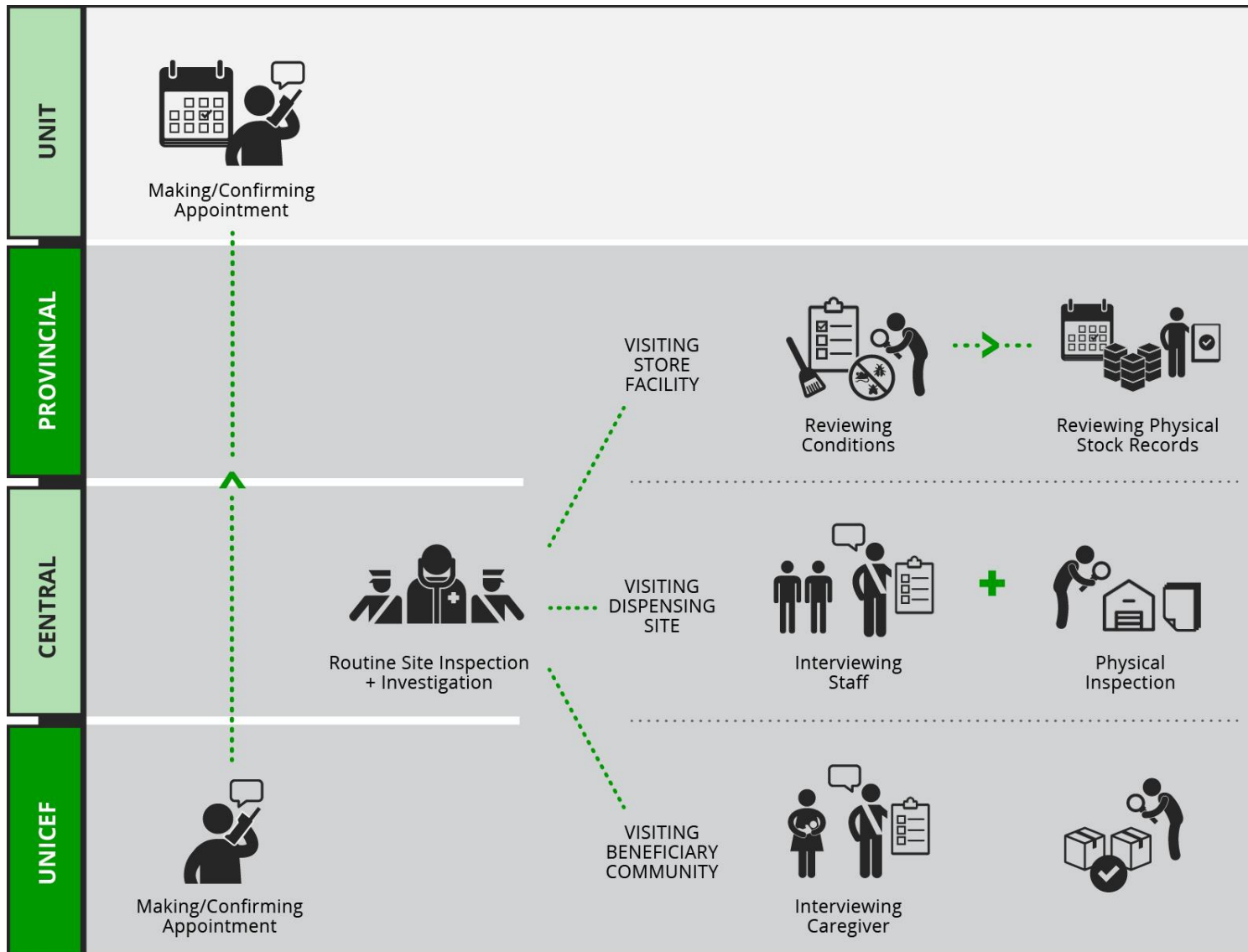
- ◆ Physical inspection of nutrition commodities, nutrition equipment and the environment.
- ◆ Evaluation of staff and beneficiary knowledge and practices to ensure the process can be maintained regularly in routine operations.

Responsibility

Staff	Responsibilities
UNICEF ACO NUTRITION SECTION AND SUPPLY SECTION	<ul style="list-style-type: none"> ◆ Conduct routine End Use Field Monitoring visits with PND and PNO. ◆ View inventory and accountability records maintained by facilities and sites within the nutrition supply chain.
HEAD OF PND OR THE DESIGNATED OFFICER	Develop, communicate and implement a routine plan for End Use Field Monitoring Visits for PND, PNO and district staff.
PND AND PNO	Conduct regular review meetings with UNICEF ACO and implementing partners to review the recommendations and actions taken from the End Use Field Monitoring visits.



Procedure Description



Process

Supervisory visits will be made on a quarterly basis to a random sampling of 20 health facilities and to up to five purposely selected district/provincial warehouses. Visits will include staff from PND, UNICEF and implementing partner(s).

This document provides the procedures and processes for two types of End Use Field Monitoring visits:

- A. End use verification: The purpose is to review and monitor the facility or site's compliance with standards of nutrition commodity management and use including physical inspection and accountability of commodity items. Activities during end use verification include record reviews, physical inventory count, and review of routine inventory procedures.
- B. End use investigation: The purpose is to investigate a possible violation in the management and use of nutrition commodities, for example, possible theft or misuse of nutrition commodity items.

End use verification: Preparing for the visit

1. Identify the key staff and agencies required and/or necessary for the visit.
2. Make an appointment with the site or the facility supervisor a month in advance to ensure that they prepare for your visit.
3. Confirm the scheduled visit.
4. Schedule and confirm travel arrangements.
5. Review the last End Use Field Monitoring visit report for the site or facility.
6. Check the documentation supporting the nutrition commodities' existence and utilization by the site or facility:
 - Review returned copies of waybills, delivery notes
 - Review submitted reports of stock status, Stock on Hand, stock utilization
 - Review submitted reports of beneficiaries
 - Review submitted reports of quarterly nutrition supplies requests

Visiting the store facility

1. While at the store facility, the end use team will review the storage conditions. Using the storage conditions and management checklist, the review will check:
 - The environment to assess the safety and security of the goods
 - The processes, procedures and capacities for handling and storage of goods
 - The control of expiring goods
 - Sanitization and pest control
 - The documentation process
 - The availability and use of guidelines
2. While at the store facility, the end use team will review the physical stock and records. Using the Stock Data Collection form and SOP 01, the team will:
 - Conduct a physical count and inspection of the selected commodity types in stock.



- Check the stock status, that is, the expiring or expired items, the damaged items, age of items in stock (time in storage), Average Monthly Consumption (AMC) and Stock on Hand.
- Countercheck quantities received based on waybills or delivery notes against stock card or ledger records.
- Countercheck quantities issued based on patient registers or issue vouchers against stock card or ledger records.

Visiting the dispensing (giving out) site

While at the dispensing site, the end use team will interview staff and physically check:

1. The status and condition of equipment used for nutrition programme services, including weighing scales, height and length boards, MUAC tapes, thermometers, scissors, time watches, jugs and cups.
2. The availability of clean water for drinking, water for handwashing and soap.
3. The availability and adequacy of forms and formats required for stock keeping and reporting, including stock cards or ledgers and monthly statistics reports.
4. The availability and adequacy of forms and formats required for management of severe malnutrition, including home treatment cards, follow-up cards, register books, W/H table (z-score), referral cards, TSS and MSS.
5. The availability and adequacy of IEC materials required for management of severe malnutrition, including posters, brochures for taking home and wall charts.

Visiting the beneficiary community

While at the beneficiary community, the end use team will interview the caregiver of a randomly selected child and:

1. Check their understanding, knowledge and practices related to management of severe malnutrition.
2. Check and verify that the commodity items are received and used appropriately.

End Use Inspection

When an investigation is required due to a possible violation in the management and use of nutrition commodities, the head of PND with support from UNICEF will assemble an independent team to investigate the violation in order to:

1. Help determine where it is happening, why it is happening, who is involved, who is affected, and the Corrective Actions and Preventive Actions (CAPA)
2. Assess the quality of services as per the agreed standards
3. Investigate the supply delivery and identify gaps and CAPA

Selecting Facilities to Visit

The recommendation is to select at random a sample of 20 health facilities and to up to five district/provincial warehouses every quarter.



The sampling frame, from which the 20-25 facilities are selected, should include public health facilities. All levels of health care facilities providing patient services should be included in the sampling frame—health posts, health centres and district or regional hospitals. The easiest way to select facilities for sampling is to first randomly select regions and districts from which to sample facilities. Obtain an up-to-date list of facilities in the target area (the list can contain up to 200 – 300 facilities) and then randomly select from the list up to 15 – 17 primary level health facilities. Once you have identified the primary level facilities then purposefully select three higher level health facilities that the majority of the selected facilities refer to. Additionally, you should include in your sample up to five intermediate sources of supply for the majority of facilities you have selected, if applicable. Selecting facilities this way will give you a snapshot of how a supply chain cluster is working-- from the Central Medical Store, to secondary level facilities, to primary level facilities. Make sure to rotate districts in your subsequent samples to as not just sample the same facilities repetitively. Random selection of health facilities will ensure that health facilities selected are representative of the facilities in the sample area.

It is probable that some of the facilities you select in the sample may be non-functional or may not be open the day of the visit. In such cases you will need to visit other facilities. One way of selecting replacement facilities is to “over sample,” that is, keep selecting up to 30 or more facilities. The last five or more facilities will be replacement facilities that you can visit in case one or more of the 20 facilities in the sample is closed or otherwise unavailable. Another way of selecting replacement facilities is to simply select the nearest facility of the same type that is open. This last method may be more viable as it ensures that transport will not be a problem.

Forms

Four primary forms have been developed for data collection. Table 1 describes the type of information they collect and where they should be used. In all cases, the highest ranking personnel should be the one interviewed to fill the forms. In some cases you may be directed to other personnel who may be more knowledgeable about the questions you are asking.

Number	Name	Purpose	Where to Use it
Form 1	Stock Status Data Collection Form	Information on stock management and stock outs	All facilities
Form 2	Storage Conditions and Management Assessment	To assess the storage conditions and management of health commodities during inventory	All facilities
Form 3	Site Observation and Key informant survey	Information on key nutrition commodities and supplies	SC, SFP, OTP sites
Form 4	Household interview	Information on services and supplies received by the child	Community/ household level



FORM 1: STOCK STATUS DATA COLLECTION FORM

Province

District

Facility Name

SS01	SS02	SS03	SS04	SS05	SS06	SS07	SS08	SS09	SS10	SS11	SS12	SS13	SS14	SS15	SS16
Ask to see and check each of the following products at the OTP site	What is the physical count of this product today?	Is this site stocked out of this product today? Possible response Yes=1 No =0	What is the quantity of this product that is expired as of today's visit?	What is the quantity of this product that will expire in next 3 months (excluding already expired)?	Is the tally or stock card or stock ledger updated for this product? Possible response Yes=1 No =0	What is the balance recorded on the tally or stock card or stock ledger for this product?	According to the tally or stock card or ledger, what was the balance as of three months ago for this product?	According to the tally or stock card or ledger, has there been a stockout of this product in the most recent three months? Possible response Yes=1 No =0	According to the tally or stock card or ledger, how many stockouts have been there in the most recent three months?	According to the tally or stock card or ledger, how many stockouts over the last three months lasted longer than seven days?	According to the tally or stock card or ledger, what is the total number of days this product was stocked out over the most recent three months?	According to the tally or stock card or ledger, how much of this product was received at this site during the most recent three months?	Is a record available (e.g. delivery note or waybill) that contains the quantity that was shipped to this site during the most recent three months? Possible response Yes=1 No =0	According to the tally or stock card or ledger, how much of this product was issued or dispensed from this site during the most recent three months?	Is a record available that contains quantity that was damaged or losses? Possible response Yes=1 No =0 NA
RUTF															
F100															
F75															
ResoMal															



FORM 2: STORAGE CONDITIONS AND MANAGEMENT SUPERVISION CHECKLIST

Province:

District:

Facility name:

Date:

QN	Questions	Answers	Remarks or Actions taken
Goods safety and security			
Q1	Is the roof is maintained in good condition? Are there observable water leaks or penetration?	1. Yes 2. No	
Q2	Is the storage area secured with a lock and key and only accessible during normal working hours? Is access to the storage area limited to only authorized personnel?	1. Yes 2. No	
Handling and storage			
Q3	Is there adequate space to allow for the orderly storage of various categories of products?	1. Yes 2. No	
Q4	Is there adequate staff to support the orderly storage of various categories of supplies?	1. Yes 2. No	
Q5	Are medicines, drugs, food items and paper supplies stored 6 to 8 inches above the floor?	1. Yes 2. No	
Q6	Is FIFO (First-In-First-Out) principle used to organize supplies while in storage?	1. Yes 2. No	
Q7	Are shipping marks, labels and symbols followed when storing supplies?	1. Yes 2. No	
Q8	Are supplies that have expired or damaged stored separately away from other usable supplies?	1. Yes 2. No	
Q9	Are supplies arranged in such a way that allows for the shipping marks, labels and symbols to be clearly visible and readable?	1. Yes 2. No	
Monitoring of stock			
Q10	No	1. No 2. Yes	
Q11	Is there evidence that stock is checked regularly to avoid expiries? Is there a system or procedure in place to monitor expiries?	1. Yes 2. No	
Q12	Is there evidence that stock is checked regularly and rotated to avoid ageing or expiry or damage?	1. Yes 2. No	
Sanitization and pest control			



NUTRITION SUPPLY CHAIN MANAGEMENT

Q13	Is there evidence that the storage area is free from pests or rodents?	1. Yes 2. No	
Q14	Are storage areas and floors clean?	1. Yes 2. No	
Documentation			
Q15	Is there written evidence that all supplies received are recorded including information on: quantities received, the batch/lot number, manufacture dates and expiry dates?	1. Yes 2. No	
Q16	Is there written evidence that all supplies issued are recorded including information quantities issued, the batch/lot number, manufacture dates and expiry dates?	1. Yes 2. No	
Q17	Is there evidence to show that supplies in store are monitored or tracked by batch numbers, expiry dates and manufacture dates?	1. Yes 2. No	
Q18	Is there evidence to show that a physical stock count has been conducted to compare actual and recorded stock?	1. Yes 2. No	
Q19	Is there evidence to show that monthly stock status reports are submit on time to PNO or PND?	1. Yes 2. No	
Q20	Is there evidence to show that supplies damaged or expired or lost are reported to PNO or PND?	1. Yes 2. No	
Guidelines			
Q21	Is there a copy of guidelines for storage or inventory management?	1. Yes 2. No	
Q22	Is there evidence to show that staff have been trained in storage and inventory management procedures?	1. Yes 2. No	



FORM 3: OBSERVATION AND KEY INFORMANT AT SERVICE

Province:

District:

Facility type: 1. PH 2. DH 3. CHC 4. BHC 5. SHC 6. Other

Date:

Ask to see the following				
Basic Tools and Equipment				Remarks
Q1	Is there a weighing trouser? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q2	Is there a weighing scale for babies? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q3	Is there a weighing scale for infants? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q4	Is there a height/length board? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q5	Is there a MUAC tape? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q6	Is there a thermometer? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q7	Is there a time watch? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q8	Are there scissors? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Q9	Are there weight-for-height tables? 1. Yes 2. No	What is the quantity? _____	What is the condition? 1. Bad 2. Fair 3. Good	
Ask to see the following				
	Questions	Answers	Remarks	
Q10	Is there water and soap for hand-washing?	1. Yes		



NUTRITION SUPPLY CHAIN MANAGEMENT

		2. No	
Q11	Is there clean water for drinking, including cups?	1. Yes 2. No	
Q12	Are there enough cards to use for enrolment of patients e.g. OTP/SFP enrolment cards?	1. Yes 2. No	
Q13	Are there enough transfer slips or cards?	1. Yes 2. No	
Q14	Are there enough referral slips or cards?	1. Yes 2. No	
Q15	Are there enough stock cards or stock ledgers to record stock received or issued?	1. Yes 2. No	
Q16	Are there enough IEC materials on management of severe malnutrition?	1. Yes 2. No	
Q17	Is there evidence to show that staff have been trained in stock and inventory management procedures?	1. Yes 2. No	
Q18	Is there evidence to show that all new admissions are recorded?	1. Yes 2. No	
Q19	Is there evidence to show that all transfer-in patients are recorded?	1. Yes 2. No	
Q20	Is there evidence to show that all defaulters are recorded?	1. Yes 2. No	
Q21	Is there evidence to show that are cured patients are recorded?	1. Yes 2. No	
Q22	Is there evidence to show that all referrals are recorded?	0. N/A 1. Yes 2. No	



FORM 4: HOUSEHOLD INTERVIEW QUESTIONNAIRE

Province:

District:

Community Name:

Date:

INFORMATION AND INFORMED CONSENT FORM FOR CAREGIVERS

Hello, my name is _____ and I am an interviewer with the Ministry of Public Health. The Ministry of Public Health are focused on ensuring that all children in Afghanistan have access to quality nutrition services and care, and that parents and families are provided with knowledge and resources to support their role as their child's caregivers. To ensure that the current nutrition services and supplies meet the standards, the Ministry of Public Health are conducting a user survey in this community, and requesting caregivers of children to participate.

Ask the household health for consent: Your household has been randomly selected and we wish to have your permission to interview the caregiver of the child. By caregiver, we mean the adult person who assumes the most responsibility in caring for the health and well-being of the child

May we proceed? 1. Yes 2. No

Read to caregiver: You've been selected randomly and we wish, with your permission, to interview you. The information you provide will be confidential and will help us improve the services that we provide to children. The interview will not take between 10-15 minutes of your time. Your participation in this survey is voluntary. If you don't want to be in the survey, it is OK. If you want to be in the survey now and change your mind later, that's OK too. You can stop at any time. If you agree to participate, you can decide not to answer certain questions and can stop the interview at any time. Your decision about whether to participate in this survey or to answer any specific questions will in no way affect any services that you receive.

Before you say yes or no to being in this survey, we will answer any questions you have. If you join the survey, you can ask me questions at any time. Do you have any questions now? [Pause & answer all questions] If you have any questions later, you may contact the survey coordinator at _____.

Do you agree to participate in the survey 1. No 2. Yes

By responding **Yes** to the agreement, you have consented to provide useful information. Thank you.

Name of Caregiver: _____

For Interviewer:

RESPONDENT AGREES TO BE INTERVIEWED . . . 1

RESPONDENT DOES NOT AGREE TO BE INTERVIEWED . . . 2 END



SECTION 1: DEMOGRAPHIC INFORMATION OF CHILD

HH07	Name of child																	
HH08	Age in months of child	months																
HH09	Sex of child	1. Male 2. Female																
HH10	Date of admission																	
HH11	Baseline measurements at admission	<table border="1"> <tr> <td>Odema</td> <td>+1</td> <td>+2</td> <td>+3</td> </tr> <tr> <td>MUAC</td> <td></td> <td></td> <td>mm</td> </tr> <tr> <td>Weight</td> <td></td> <td></td> <td>kg</td> </tr> <tr> <td>Height</td> <td></td> <td></td> <td>cm</td> </tr> </table>	Odema	+1	+2	+3	MUAC			mm	Weight			kg	Height			cm
		Odema	+1	+2	+3													
		MUAC			mm													
		Weight			kg													
Height			cm															

SECTION 2: DEMOGRAPHIC INFORMATION OF HOUSEHOLD

HH12	How many people slept in this household since last night?	
HH13	How many of these people that slept in this household last night are under 18 years old?	
HH14	How many children that slept in this household last night are under 5 years old?	

SECTION 3: DEMOGRAPHIC INFORMATION OF CARE GIVER

HH15	What is your relation to the child [NAME]?	<ol style="list-style-type: none"> 1. Mother 2. Father 3. Sister/Brother 4. Relative 5. No relationship
HH16	What is your marital status?	<ol style="list-style-type: none"> 1. Married 2. Single 3. Divorced/Widow
HH17	What is your education level?	<ol style="list-style-type: none"> 1. Primary 2. Secondary 3. Tertiary/University 4. No education

SECTION 4: FEEDING THE CHILD WITH RUTF

HH18	Do you recognize the packet of plumpy nut? Show sample packet	<ol style="list-style-type: none"> 1. Yes 2. No
HH19	When is the last time the child [NAME] visited a clinic for nutrition check- up?	

HH20	Since the last visit to the clinic, how many times per day was the child [NAME] able to eat this plumpy nut?	times
HH21	Since the last visit to the clinic, how many packets of this plumpy nut was the child [NAME] able to eat per day?	packets
HH22	Is the child [NAME] still eating this plumpy nut?	1. Yes 2. No
HH23	IF 'NO' TO HH22 ABOVE, ASK: for how many weeks did the child [NAME] eat this plumpy nut?	weeks
HH24	Did the child [NAME] spend any day without eating this plumpy nut?	1. Yes 2. No
HH25	How many days did the child [NAME] spend without eating this plumpy nut?	days
HH26	<p>What were the reasons for the child [NAME] not to eat this plumpy nut? Tick all that apply</p> <p>a). did not like the taste of the plumpy nut b). did not have enough plumpy nut in stock c). decided to discontinue because child was vomiting too much d). decided to discontinue because child had too much diarrhoea e). decided to discontinue because child had abdominal pain f). Other reasons (specify) _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
HH27	Do you think that this plumpy nut has helped the child [NAME] to be better?	1. Yes 2. No
HH28	Why?	

SECTION 5: INFORMATION FROM HEALTH WORKERS

HH29	Where you told by the health worker how many times a day the child [NAME] should eat this plumpy nut?	1. Yes 2. No
HH30	Where you told by the health worker how many packets of this plumpy nut that the child [NAME] should eat per day?	1. Yes 2. No
HH31	Where you told by the health worker to return to the clinic if the child [NAME] refuses to eat the plumpy nut or becomes ill?	1. Yes 2. No
HH32	Where you told and demonstrated by the health worker the appropriate use of complementary foods?	1. Yes 2. No
HH33	Where you told by the health worker that this plumpy nut is food and medicine for the child [NAME] and should not be shared?	1. Yes 2. No
HH34	Have you shared the plumpy nuts for the child [NAME] with anyone?	1. Yes 2. No
HH35	<p>IF 'YES' TO HH34 ABOVE, ASK: what were the reasons of sharing the child [NAME] plumpy nuts with someone? Tick all that apply</p> <p>a). person was sick too b). tasted good c). person was very hungry / had no food d). child did not like the plumpy nut e). other reasons (specify) _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



NUTRITION SUPPLY CHAIN MANAGEMENT

HH36	If yes, was the person who shared the child's [NAME] plumpy nut a member of this household?	1. Yes 2. No
HH37	Were you told by the health worker that this plumpy nut is food and medicine for the child [NAME] and should never be sold?	1. Yes 2. No
HH38	Has anyone in this household ever sold or exchanged the child's [NAME] plumpy nut for money or any item?	1. Yes 2. No
HH39	Do you know of anyone in this community that has sold or exchanged their child's plumpy nut for money or any item?	1. Yes 2. No
HH40	Are you satisfied with the quantity of plumpy nuts that the child [NAME] received from the clinic?	1. Yes 2. No
HH41	If no, what are the reasons as to why you are not satisfied with the quantity of plumpy nut?	<p>a). too little to feed the child</p> <p>b). too little to share with other members</p> <p>c). quantity received is less than quantity that the child [NAME] was told to eat</p> <p>d). other reasons (specify)_____</p> <div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>



GUIDES FOR INTERVIEWERS ON USING THE END USE FIELD MONITORING TOOLS

FORM 1: STOCK STATUS DATA COLLECTION FORM

	QUESTION	INSTRUCTIONS FOR INTERVIEWER
SS01	Select the product managed at this site from the list below.	Select one product and continue with asking the next question, SS02, until you reach the end of the column. Kindly note the units of measurement for the product and count the products based on that unit of measurement.
SS02	What is the physical count of this product today?	Do a physical count of the products in storage. Only count unexpired, undamaged stock.
SS03	Is this site stocked out of this product today?	Possible responses are "YES" recorded as "1" or "NO" recorded as "0". If the actual physical stock is zero ("0"), then response is YES and record as "1", the site is currently stocked out. If the actual physical stock is not zero, then response is NO and record as "0", the site has stock.
SS04	What is the quantity of this product that is expired as of today's visit?	Physically count the expired stock as of today's visit and record the quantity.
SS05	What is the quantity of this product that will expire in the next three months (excluding any product that is already expired)?	Physically count the stock that will be expiring in the next 3 months from today's visit and record the quantity. Do not include stock that is already expired as of today's visit.
SS06	Is the tally or stock card or ledger updated for this product?	Possible responses are "YES" recorded as "1" or "NO" recorded as "0" 1. If the actual physical stock from the count is same as the balance recorded in the tally or stock card or ledger, then YES it is updated and record as "1" 2. If the actual physical stock from the count is not the same as the balance recorded in the tally or stock card or ledger, then NO it is not updated and record as "0".
SS07	What is the balance recorded on the tally or stock card or stock ledger for this product?	Record here the balance of the product quantity that is recorded on the tally or stock card or ledger as of today's visit. If the site has been stocked out as of today's visit and the most recent entry in the tally or stock card or ledger is "0", then record the balance as of today's visit as "0".
SS08	According to the tally or stock card or ledger, what was the balance as of three months ago for this product?	Only answer this question if there is a balance given for a period three months ago. If the site has been stocked out for longer than three months, and the most recent entry in the stock card is "0," then record the balance as of three months ago as "0."
SS09	According to the tally or stock card or ledger, has there been a stockout of this product in the most recent three months?	Possible responses are "YES" recorded as "1" or "NO" recorded as "0". Check in the records within the last three months from today's visit, where there was a stockout, that is, where the balance was recorded as "0" in the tally or stock card or ledger. If there was a recorded stock balance of "0" during that period, then the response is "YES" and record as "1". If there was no recorded balance of "0" during that period, then the response is "NO" and record as "0".
SS10	According to the tally or stock card	As in SS09 above, count every time period where



	or ledger, how many stockouts have there been in the most recent three months?	<i>there were stockouts. For example, if there are six data points whose balances were 0, 0, 2, 0, 3, 0, this represents a total of three stockouts. Only take data that is in the card or ledger. For example, if the site is stocked out but the tally or stock card or ledger has not been updated (that is, if it says that there is a positive balance), do not count that as an additional stockout.</i>
SS11	According to the tally or stock card or ledger, how many stockouts over the last three months lasted longer than seven days?	<i>You may have to estimate this, but use the dates in the tally or stock card or ledger where the stock balance was recorded as "0".</i>
SS12	According to the tally or stock card or ledger, what is the total number of days that this product was stocked out over the most recent three months?	<i>As in SS11 above, you may have to estimate this. These data does not have to be perfectly exact to the day.</i>
SS13	According to the tally or stock card or ledger, how much of this product was received at this site during the most recent three months?	<i>There are two ways you can record deliveries received at this site during the most recent three months from today's visit:</i> <ol style="list-style-type: none"> 1. <i>Add up totals of all items recorded in the tally or stock card or ledger as received by the site</i> 2. <i>Review the waybills or delivery notes and add up totals of all items received by the site</i> <i>In either option, you need to confirm with waybill or delivery note records.</i>
SS14	Is a record available (e.g. delivery note or waybill) that contains the quantity that was shipped to this site during the most recent three months?	<i>Possible responses are "YES, FULL" recorded as "2" or "YES, PART" recorded as "1" or "NO" recorded as "0".</i> <i>Ask to review the filed waybill or delivery note documents that were shipped together with the products to the site as proof of delivery.</i> <ol style="list-style-type: none"> 1. <i>If all waybills or delivery notes exist for all deliveries to the site within the most recent three months, record "2" for "YES, FULL".</i> 2. <i>If part of waybills or delivery notes exist for all deliveries to the site within the most recent three months, record "1" for "YES, PART".</i> 3. <i>If no waybill or delivery note exists for all deliveries to the site within the most recent three months, record "0" for "NO".</i>
SS15	According to the tally or stock card or ledger, how much of this product was issued or dispensed from this site during the most recent three months?	<i>There are two ways you can record items issued or dispensed from this site during the most recent three months from today's visit:</i> <ol style="list-style-type: none"> 1. <i>Add up totals of all items recorded in the tally or stock card or ledger as issued or dispensed by the site.</i> 2. <i>Review the issue vouchers and add up totals of all items issued by the site.</i> <i>In either option, you need to confirm with issue vouchers.</i>
SS16	Is a record available that contains the quantity that was damaged or lost?	<i>Check for any file or reports of items damaged or lost from the site.</i> <i>Record as "1" if there is a file or report to record damages or losses.</i> <i>Record as "0" if there is no file or report to record damages or losses.</i>



FORM 2: STORAGE CONDITIONS

	ITEM	OBSERVATION AND SUPERVISION CHECKS
1	GOODS SAFETY AND SECURITY	
1.1	Roof is maintained in good condition and there are no observable water leaks or penetration.	<i>Look at the roof for any signs of rain water spots left behind or leaks. If there are any, record "1" for "YES" and discuss with site manager. If no, record "0" for "NO".</i>
1.2	Storage area is secured with a lock and key, but is accessible during normal working hours. Access is limited to authorized personnel.	<i>Look for locks on all entries to the storage area. Check if they are secured by keys and someone from outside cannot easily enter. Ask to verify who is allowed access to the area.</i>
2	HANDLING AND STORAGE	
2.1	There is sufficient capacity (e.g. space, staff, equipment etc.) to allow for the orderly storage of various categories of products	<i>Check the storage area if there is free space adequate enough to move items around. Discuss with the manager about the need to have items arranged by category (i.e. product, expiry dates, batch etc.) and how it facilitates quick picking.</i>
2.2	All medicines, pharmaceutical products, food products and paper supplies are 6 to 8 inches off the floor.	<i>Pharmaceuticals, medicines and food items should be kept off the floor to avoid getting wet and infested with insects or rodents.</i>
2.3	The FIFO (First-In-First-Out) principles are used to organize products while in storage.	<i>Advise the site to organize items in such a way that those that were received first are the first to be dispatched. However, in cases where items are about to expire, those items should be dispatched first. See FEFO below.</i>
2.4	Products are stored according to product label specifications including handling and temperature.	<i>It is good practice to ensure that the store staff follow instructions on the product labels while arranging them for storage. This ensures proper handling and storage in conditions that maintain the quality of the product.</i>
2.5	Damaged or expired products are separated and stored away from those products that are not damaged or not expired	<i>Advise the site to establish a separate storage area or space for expired or damaged items to avoid: a) possibilities of dispatching expired or damaged items, b) possible contamination or infestation of good items.</i>
2.6	Products are arranged in such a way that allows for the products specification labels to be clearly visible and readable	<i>Advise the site to place visible signage on items in store to: avoid picking the wrong items or items that are expired, to ease picking of items about to expire, or to ensure that items are stored and handled according to specified procedures</i>
3	CONTROL OF EXPIRED GOODS	
3.1	The FEFO (First-In-First-Out) principles are used to organize and dispatch products	<i>Advise the site to organize items in such a way that those about to expire can be removed first. This should be the primary removal strategy for the store</i>
3.2	There is evidence that stock is checked regularly and system is in place to control expiring goods	<i>Check for evidence of the following: a). physical inspection and count schedules and reports, b) inventory system tracking expiry dates; c) inventory system tracking date of receipts of items in store, d)</i>



		<i>organization of items by FEFO principle</i>
3.3	There is evidence that stock is checked regularly and system is in place to control inventory aging	<i>Check for evidence of the following: a). physical inspection and count schedules and reports, b) inventory system tracking date of receipts of items in store, c) organization of items by FIFO principle</i>
4	SANITIZATION AND PEST CONTROL	
4.1	No evidence of pests or rodents is present	<i>Observe for any evidence of pest or rodents e.g. droppings. Open and check the packages and the floors where the packages are placed</i>
4.2	All storage areas and floors are clean	<i>Observe for no debris or trash or water on floor</i>
5	DOCUMENTATION	
5.1	Written verification exists for goods received describing quantities per batch number/expiry/manufacture date	<i>Advise the site to: a). file copies of waybill and delivery notes; b) regularly update the tally or stock card or ledgers for any items received in store and include information on batch/lot number, expiry or manufacture dates</i>
5.2	Written verification exists for dispatched goods describing quantities per batch number/expiry date/manufacture date	<i>Advise the site to: a). file copies of issue vouchers; b) regularly update the tally or stock card or ledgers for any items issued or dispatched from store and include information on batch/lot number, expiry or manufacture dates</i>
5.3	Goods in storage are tracked by batch numbers and/or expiry dates and/or manufacture dates	<i>Advise the site to maintain updated records of items by expiry and/or manufacture date and batch/lot number</i>
5.4	Written verification exists for physical stock count to compare actual and recorded stock, at least once in a quarter	<i>Advise the site to develop a schedule and implement procedures for physical stock count and verification</i>
5.5	Written verification exists of stock status reports submit on time to administrative or supply chain levels above the site	<i>Advise the site to submit on time stock status report to higher administrative levels and regularly assess the stock status</i>
5.6	Written verification exists of damaged or expired or lost goods reported to administrative or supply chain levels above the site	<i>Advise the site to maintain updated records of damaged, expired or lost items</i>
6	GUIDELINES	
6.1	Guidelines for storage and/or inventory management exist and copies seen	<i>Ask to see copies of standard operating procedures (SOPs) for supply chain management. Verify if they are easily accessible to all personnel</i>
6.2	All staff at the site have been trained in storage and/or inventory management guidelines	<i>Ask for the number of staff who have been trained in the SOPs for supply chain management</i>



APPENDIX

APPENDIX A: MONTHLY STATISTICS REPORT FORM

Province			HF Name	
District		Ministry of Public Health General Directorate of Preventive Medicine Public Nutrition Department	Health Facility Code	
Implementing Agency		Management of Severe Acute Malnutrition Programme Monthly Statistics Report Format	Report prepared by	
Type of program			Month/Year	

Age Group	Total at the beginning of month(A)	New Admission						Refer in			Total Refer in	Total Admissions (B)	Exits						Total at end of month(D)
		Oedema	W/H <3 Z Score	MUAC <115 mm	Male	Female	Total	From IP/OPD-SAM	From OPD-MAM	Return Default			Cured	Death	Defaulters	Refer Out	Non Cured	Total Exits(C)	
< 6 Month							0				0	0						0	0
6-23 Months							0				0	0						0	0
24-59 Months							0				0	0						0	0
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Cured, Death ,Default,Non Cured and Transfer Rates												#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Standard (Sphere)											IP >80%	<5%	<15%					
											OPD-SAM >75%	<10%	<15%					
D=(A+B)-C																		

Average Weight Gain (AWG)	Kwashiorkor (Oedema)	
	Marasmus(W/H and MUAC)	
Average Length of Stay (ALS)	Kwashiorkor (Oedema)	
	Marasmus(W/H and MUAC)	

Supply stock report and balance						
Items	Opening Balance	Quantity Received	Quantity Used	Closing Balance	Expected # of patient	Quantity Needed
F100						
F75						
RUIF						
Resoamal						
CMV						
Forms						

A.L.S = sum of length of stay (in days) / number of curds in the group.

Weight Gain = {discharge weight in g - minimum weight in g} / {minimum weight in kg x number of days between date of minimum weight and discharge day}

A.W.G = sum of weight gains(g/kg/d)/number of curds in the group

APPENDIX D: GOODS ISSUE (SAMPLE)

From		Date		
To		Reference number		
Programme				
Item description	Unit of measure	Quantity		Remarks
		Requested	Released	
Requested by:	Authorized by:		Date:	
Inventory released by:	Received by:			



APPENDIX E: END USE FIELD MONITORING FACILITY INDICATORS

SUPPLY CHAIN INDICATORS			
Indicator	Form	Rationale	Numerator/Denominator
1. <i>Percentage of facilities that have unexpired product on the day of the supervisory visit</i>	Stock Status Table	To measure the availability of quality nutrition commodities in HF and medical stores	<i>Numerator:</i> For each product, include if Physical Inventory > 0
			<i>Denominator:</i> Include all facilities that manage the product
2. <i>Percentage of facilities with expired X on the day of the supervisory visit</i>	Stock Status Table	To measure the availability of quality nutrition commodities in HF and medical stores	<i>Numerator:</i> For each product, include if the quantity expired today > 0
			<i>Denominator:</i> Include all facilities that manage the product
3. <i>Percentage of facilities with stock outs of X for 3 days or more in last 3 months</i>	Stock Status Table	To ensure continuous availability of nutrition commodities	<i>Numerator:</i> For each product, include if it was stocked out for longer than 3 days in the previous 3 months
			<i>Denominator:</i> Include all facilities that manage the product and that have an updated stock card for that product
			<i>Denominator:</i> Total number of ACT presentations each facility is expected to have in stock



SUPPLY CHAIN INDICATORS			
Indicator	Form	Rationale	Numerator/Denominator
4. <i>Percentage of facilities with up-to-date stock cards</i>	Stock Status Table	To improve commodities management by identifying areas of improvement	<i>Numerator:</i> Number of facilities with updated stock cards
			<i>Denominator:</i> Include all facilities that manage the product
5. <i>Months of Stock</i>	Stock Status Table	To provide context to the overall stock levels reported	<i>Numerator:</i> sub-numerator: For each product, sum the physical inventory sub-denominator: For each product, divide the number of issues in the last three months by the number of months of data available
			<i>Denominator:</i> Include the number of facilities that manage the product and have a stock card for that product
6. <i>Duration of stockout</i>	Stock Status Table	To ensure continuous availability of nutrition commodities	<i>Numerator:</i> For each product, sum the total number of days stocked out
			<i>Denominator:</i> For each product, the total number of stockouts lasting longer than 3 days
			<i>Denominator:</i> All three of the above numerators will be divided by the same denominator – the total number of facilities for which there are records for what was shipped and what was delivered for the

SUPPLY CHAIN INDICATORS			
Indicator	Form	Rationale	Numerator/Denominator
			most recent shipment. <i>Denominator:</i> All three of the above numerators will be divided by the same denominator – the total number of facilities for which there are records for what was ordered and what was received for the most recent shipment.
7. Percentage of facilities with at least one person trained in X	Facility Questionnaire	To determine availability of human resources trained in managing stock and inventory at each level of the health system	<i>Numerator:</i> For each training area, the number of facilities that have at least one person trained
			<i>Denominator:</i> Total number of facilities visited
			<i>Denominator:</i> For each training area, sum total of the people working in that area
8. Percentage of facilities receiving supervision for logistics/inventory management during the previous 6 months	Facility Questionnaire	To measure capacity building efforts for improved for inventory management	<i>Numerator:</i> Total number of facilities receiving supervision in logistics/inventory management during the previous 6 months
			<i>Denominator:</i> Total number of facilities visited
			<i>Denominator:</i> Total number of facilities visited

SUPPLY CHAIN INDICATORS			
Indicator	Form	Rationale	Numerator/Denominator
			<i>Denominator:</i> Total number of treating facilities visited
9. <i>Percentage of facilities with SOPs for management of nutrition commodities</i>	Facility Questionnaire	To measure the availability of standard operating procedures	<i>Numerator:</i> Total number of facilities with SOPs available for the management of nutrition commodities
			<i>Denominator:</i> Total number of facilities visited
10. <i>Reporting Rates</i>	Facility Questionnaire	To determine whether information on stock levels is passed on to the higher level for monitoring and planning purposes	<i>Numerator:</i> Total number of facilities reporting on time for the last reporting period
			<i>Denominator:</i> Total number of facilities visited
11. <i>Percentage of facilities with acceptable storage conditions on day of the visit</i>	Storage Conditions Form	To measure the extent to which appropriate storage conditions exist	<i>Numerator:</i> Total number of facilities with appropriate storage conditions on the day of the visit
			<i>Denominator:</i> Total number of facilities visited

