



A) TUPANGE RH COMMODITY MANAGEMENT PROGRAM SUPPORT SUPERVISION CHECKLIST

Date:	
Name of Facility/Depot	
Name of the District:	
City/town:	
Province:	
Person Interviewed - Name:	
Title(s):	
Contact (s):	
Interviewer(s) Name:	
Interviewer(s) Title:	

Objectives of the visit:

- 1) The purpose of the visit is to collect the following information on logistics system performance:
 - Stock status of FP commodities
- 2) To assess the impact of training on commodity management:
 - Storage of FP commodities
 - Reporting tools and its use
 - OJT done to other staff

Reporting tools

1. Are any of the following commodity management tools or documents available (Please ask to see actual tool and list the guidelines if more than one)?

Name of tool or document	YES	NO	Comments
Bin Cards/stock cards			
Daily Activity Register (DAR)			
Daily Activity Register (DAR) for OUTREACH (Public)			
Consumption data report and request (CDRR) form			
Standard Order and Requisition Form (SORF)			
MOH 711A			
Written procedures or guidelines for destroying damaged and expired products			
Written procedures (SOPs) and/or guidelines for inventory management			

2. Who fill the monthly report, that is CDRR?

3. Are all commodities entered in the bin cards/stock control cards?



Yes No If Yes is it updated: Yes No

4. Is the DAR filled on a daily basis? (Check to verify and also ask on clientele numbers? -Private facilities mainly)

Yes No

If No, why not? (Reasons)

Are all commodities entered in the top section & summaries done at the bottom of the DAR?

Yes No If Yes is it updated (**every page has summaries above & below**)? Yes No

Check on how it has filled generally:

5. Commodities given CHWs where is it entered? (Check to verify)

6. Do CHEW report the CBD data back to facility? Yes No

Comments:

7. How often do you do a physical count of commodities you have?

8. Are losses and adjustments recorded? Yes No

Are the symbols of + & - on the adjustment? Yes No

Status of FP room

9. Is there someone specific attached to the FP room

Yes

How long have they been in the FP room? _____

No



If no why not?

10. Look at the storage of FP commodities

In the FP room (Comments)

In the Bulk Store (Comments)

11. Are damaged/expired products physically separated from inventory and removed from stock records at all levels (Check to confirm)? Yes No

Check in the CDRR and verify on above statement with DAR & Stock control cards

Have stock outs occurred for any product in the last 3 months? Yes No

If yes, indicate the stock-out period below:

Commodity	Period stocked out (e.g. June, July, August)	Total Number of days stocked out
Male Condoms		
Female Condoms		
Injectables		
COCs		
POPS		
ECP		
IUCD		
Implanon		
Jadelle		

12. Commodity status (as per the supervision date)

Commodity	Units of count	Stock card available? (Y/N)	Stock card updated? (Y/N)	
Male Condoms	Pcs			
Female Condoms	Pcs			
Injectables	Vials			



COCs	Cycles			
POPS	Cycles			
ECP	Doses			
IUCD	Pcs			
Jadelle	Sets			
Implanon	Sets			

13. Are the following storage conditions or requirements adhered to? (Look at the storage areas)

No	Storage condition or requirement	FP room		Bulk Store	
		No	Yes	No	Yes
1.	Products are arranged so that identification labels and expiry dates and/or manufacturing dates are visible.				
2.	Products are stored and organized in a manner accessible for first-to-expire, first-out (FEFO) counting and general management.				
3.	Cartons and products are in good condition, not crushed due to mishandling.				
4.	Products are protected from heat/radiation (e.g. fluorescent lights in the case of condoms)				
5.	Cartons are placed right-side up (e.g. for Depo-Provera®).				
6.	Products are protected from direct sunlight.				
7.	Cartons and products are protected from water and humidity.				
8.	Storage area is visually free from harmful insects and rodents. (Check the storage area for traces of bats and/or rodents [droppings or insects].)				
9.	Storage area is secured with a lock and key, but is accessible during normal working hours; access is limited to authorized personnel.				
10.	Is room temperature of the storage area monitored? (ask for documentation)				
11.	Roof is maintained in good condition to avoid sunlight and water penetration.				
12.	Storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes).				
13.	The current space and organization is sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).				
14.	Fire safety equipment is available and accessible (any item identified as being used to promote fire safety should be considered).				
15.	Products are stored separately from insecticides and chemicals.				



FOR OFFICIAL USE ONLY

Received by: _____

Date: _____

Signature: _____