

TITLE OF SOP:			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

Determinants of damaged or poor quality supplies	
Packaging, look for: Broken or ripped packaging (vials, bottles, boxes, etc.)	Labels, look for: Missing labels Incomplete information on labels Unreadable language or print on labels Altered expiry date or other information
If liquids, look for: Discoloration Cloudiness Sediments Broken seal on bottle Cracks in ampoule, bottle or vial Dampness or moisture in packaging Torn or ripped packaging	If tablets (pills), look for: Discoloration Crumbled pills Missing pills (from blister pack) Stickiness (especially coated tablets) Unusual smell
If capsules, look for: Discolouration Stickiness Crushed capsules	If injectables, look for: Liquid not returning to suspension after shaking
If sterile products (including intrauterine devices), look for: Torn or ripped packaging Missing parts Broken or bent parts Moisture inside the packaging Stained packaging	If tubes, look for: Stickiness Leaking contents Perforations or holes in the tube
If foil packs, look for: Perforations in the packaging	If latex products, look for: Dryness Brittleness Cracks
If lubricated latex products, look for: Sticky packaging Discolored product or lubricant Stained packaging Leakage of the lubricant (moist or damp packaging)	If chemical reagents, look for: Discoloration

Source: Handbook of Supply Management at First-Level Health Care Facilities, Working Document for Field Testing and Review, World Health Organization, 2006

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