

<b>TITLE OF SOP:</b>			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

### SWM plan

<b>Objective:</b>	WHEN	INPUTS	WHO	TOTAL COST
<b>1. Availability of Vital drugs and medical supplies 100% throughout the year</b>				
Activities: 1. Annual forecast for drugs and medical supplies	<b>By Oct 2016</b>	Stock records Program plans Computer Stationery	Person in charge of medicine store	USD 500
2. Produce ordering schedule	By Nov 2016	Central Medical Stores order processing schedule Stationery	Person in charge of medicine store	USD 200
3. Order drugs and medical supplies monthly from Central Medical Stores	Monthly	Order book Transport Price list Stock records	Stores officer	USD 2 Million
<b>2. To reduce stock loss due to expiry to less than 0.05% of stock handled during the year</b>				
Carry out physical checks every month	Monthly	Stock records	Store keeper or stores manager	nil

Review Date:					
Date Reviewed:					
Signature:					