



Life for African Mothers

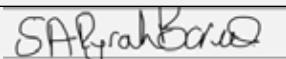
Good GDP Practice - Summary



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LFAM – SIERRA LEONE HQ

Document Control Sheet

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

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Produced by:	This Policy has been prepared and reviewed by the LFAM Board of Trustees
What is it for?	This document is intended for all LFAM Volunteers, Trustees and Board members and anyone associated with LFAM, whether in the UK or LFAM's partner country and in any capacity.
Evidence base:	N/A
Who is it aimed at>	All volunteers in all settings
References:	
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Training and competences:	
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Version Control

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August 2024	To initiate document		1



GOOD DISTRIBUTION PRACTICE (GDP) , STORAGE & DISTRIBUTION OF LFAM SUPPLIED MEDICATION SUMMARY

Good distribution practice (GDP) describes the minimum standards that must be met to ensure that the quality and integrity of medicines is maintained throughout the supply chain from purchase to destination arrival.

LFAM will undertake the very best practice achievable to ensure that GDP is maintained throughout the supply chain to end destination to help maintain the high quality of the medical products and constantly safeguard patient safety.

This GDP guide covers several key areas expected of all NGO's to apply their best efforts to conform to when it comes to ensuring GDP across the supply chain.

GDP in Transit:

GDP compliant vehicles when transporting medicines and medical supplies across the world

When medicines and medical supplies arrive at their final destination, LFAM will use its very best effort to ensure GDP is maintained when transporting to final destination.

Storage:

Daily/Weekly Checklist:

- Monitor storage conditions
- Clean receiving, storage, packaging and shipping areas
- Sweep and scrub floors
- Remove rubbish
- Clean bins, shelves, and cupboards, if needed
- Ensure that aisles are clear
- Ensure adequate ventilation and cooling
- Ensure that products are protected from direct sunlight
- Monitor store security and safety
- Check the store roof for leaks, especially during the rainy season and during or after a storm
- Monitor product quality (visually inspect commodities and check expiration dates)
- Ensure that products are stacked correctly (are the lower cartons being crushed?)
- Update stock records and maintain files
- If cycle counting, conduct physical inventory and update stock-keeping records



- Monitor stock levels, stock quantities, and safety stocks
- Submit emergency order (as needed, using local guidelines)
- Update back-up file for computerized inventory control records
- Update bin (inventory or stock) cards
- Separate expired stocks and move to secure area

Monthly Checklist:

- Conduct physical inventory or cycle count, and update stock-keeping records
- Run generator to ensure the system is working correctly. Check the level of fuel and add fuel, if needed.
- Check for signs of rodents, insects, or roof leaks
- Inspect the storage structure for damage, including the walls, floors, roof, windows, and doors

Every 3 Months (quarterly):

- Conduct physical inventory or cycle count, and update stock-keeping records
- Use established procedures to dispose of expired or damaged products
- Visually inspect fire extinguishers to ensure that pressures are maintained, and extinguishers are ready for use

Tasks according to reorder interval and reporting schedule (usually monthly or quarterly):

- Assess stock situation.
- Complete and submit requisition form (indent or “pull” systems)
- Determine issue quantity and issue products (“push” systems)
- Receive products
- Store products using correct procedures; rearrange commodities to facilitate the first-to-expire, first-out (FEFO) policy. (See section on receiving and arranging products.)
- Complete required reporting and documentation

Every 6 Months:

- Conduct fire drills and review fire safety procedures
- Inspect trees near the medical store and cut down or trim any trees with weak branches

Every 12 Months:

- Service fire extinguishers and smoke detectors
- Conduct complete physical inventory and update stock-keeping records
- Reassess maximum/minimum stock levels, and adjust if needed



Receiving and arranging commodities

Receiving:

- Ensure there is sufficient storage space
- Prepare and clean the areas used for receiving and storing the products
- Inspect packages for damaged or expired products
- If products are damaged or expired:
 - Separate the damaged or expired stock from the usable stock
 - If damage or expiry is discovered while the delivery truck is still at your site, refuse to accept the products and note the problem(s) on the delivery note
 - If damage or expiry is discovered after the delivery truck has departed, follow your facility's procedures for handling damaged or expired stock
- If products are not damaged or expired:
 - Count the number of units for each product received and compare to issue voucher
 - Record the date and quantity received on stock card and bin card (if applicable)
 - Ensure the expiry date is visibly marked on every package or unit
 - Arrange products in the storage area to facilitate the first-to-expire, first-out (FEFO) procedure. (See section on stock rotation.)

Arranging:

- If using pallets, stack cartons on pallets—
 - at least 10 cm (4 inches) off the floor
 - at least 30 cm (1 foot) away from the walls and other stacks
 - no more than 2.5 m (8 feet) high (general rule)

For all storage:

- Follow the manufacturer or shipper's directions when stacking, and follow labels for storage conditions
- Place liquid products on the lower shelves or on bottom of stacks
- Store products that require cold storage in appropriate temperature-controlled zone
- Store high security/high value products in appropriate security zones
- Separate damaged or expired products from the usable stock without delay and dispose of using established disposal procedures. (See section on Waste Management.)
- Always store all commodities in a manner that facilitates FEFO policy for stock management (**First to Expire First to go Out** FEFO)
- Arrange cartons so arrows point up and identification labels, expiry dates, and manufacturing dates are visible. If this is not possible, write the product name and expiry date clearly on the visible side.



Stock Management

Rotation:

- When issuing products, it is important to follow the FEFO policy
- Following FEFO minimises wastage from product expiry
- Always issue products that will expire first, ensuring they are not too close to or past their expiration date
- The shelf life remaining must be sufficient for the product to be used before the expiry date
- To facilitate FEFO, place products that will expire first in front of products with a later expiry date
- Write expiry dates on stock cards, so stocks can be sent to facilities at least 6 months before they expire
- Remember, the order in which you received products is not necessarily the order in which they will expire. Products you received most recently may expire sooner than the products you received earlier. So, it is extremely important to always check the expiration dates and to make sure the dates are visible while the products are in storage

Listing Stock Items:

- Each medical store should maintain a standard list of stock items that includes all products they handle, with their specifications, including form, strength, and quantity per package. The list should be regularly updated and distributed to sub-stores and units
- Do not order products that are not on the standard list unless you have special permission. You must not accept deliveries of products not on the list unless special circumstances have been identified
- Inventory records should be maintained for all products on the list

Stock Records:

- The minimal information that should be collected on stock records for medicines and other health products includes—
 - product name/description (including the form [e.g., capsule, tablet, liquid suspension, etc.] and strength)
 - stock on hand/beginning stock balance
 - receipts
 - issues
 - losses/adjustments
 - closing/ending balance
 - transaction reference (e.g., issue voucher number or name of supplier or recipient)



Depending on the system, stock records might also include additional product information such as:

- special storage conditions (e.g., 2°–8°C)
- unit prices
- lot numbers/bin locations
- item codes
- expiry dates

Maintaining Quality of Products

- Assess products using indicators of quality problems e.g. ripped packaging, liquid discolouration.
- Prevent Damage and Contamination
- Protecting against fire
- Protecting against pests
- Controlling temperature through ventilation, circulation, air conditioners, avoid direct sunlight, avoiding high temperatures, monitoring, power supply
- Protecting against theft

Waste Management

- Disposal methods
- Pharmaceutical disposal
- Safety boxes or sharps containers

