
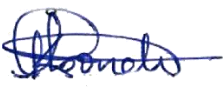




**CHRISTIAN HEALTH ASSOCIATION SIERRA LEONE
STANDARD OPERATING PROCEDURE (SOP)**

REVISED AND ADOPTED ON THE 30TH NOVEMBER, 2025

This Standard Operating Procedure (SOP) is valid from 30 th November, 2025 to 30 th November, 2030.	
This SOP is valid until Extension of validity after last review (if applicable)	
Date/Signature	Share with the following departments: Appendices:
Author Kathryn Hauschild AND Dr. Samuel Sao Bailor	
Checked by Dr. Samuel Sao Bailor Lead Pharmacist (MSU Manager) AND Caroline Tucker Pharmacist	
Approved by  Rev. Dr. Joseph Fornah Proprietor's Chairman  Mrs. Keziah Kargbo Board Chairman Gifty Florence Massaquoi Executive Director - CHASL	

1. Objective

2. Area of Application and Responsibilities

3. Implementation

4. Maintenance, Updating, and Monitoring

This standard operating procedure is reviewed at the end of its validity period by the SOP committee.

See the SOP Identification, preparation, updating, and monitoring of SOPs.

5. Documentation and record keeping/Archiving

All SOP originals are archived by the lead pharmacist for quality assurance. Expired versions of SOPs are kept for a minimum of 10 years.

Any documentation related to this SOP is archived by MSU, and records are kept for 10 years.

6. Index of Changes

Version	Reasons for changes	Valid from
01	First version	1 st January 2026 - 31 st December 2030