




**CHRISTIAN HEALTH ASSOCIATION SIERRA LEONE  
(CHASL)**

**INVENTORY CONTROL CARD (ICC),  
WAREHOUSE ARRANGEMENT, BATCH LABELING  
REVISED AND ADOPTED ON THE 30TH NOVEMBER, 2025**

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

### 1. Objective

The Objective of this SOP is to ensure that

- Batches of stock items are easily located within the warehouses for speedy picking, prevention of loss, theft and unnoticed expiration
- Stock balances are easily accessible within the warehouse to prevent loss and theft
- Reconciliation of physical stock balances and Tally stock balances as easy as possible

### 2. Area of Application and Responsibilities

This SOP applies to all Medical Supply Unit (MSU) warehouse spaces. The storekeeping staff is responsible for maintaining the warehouse arrangement and batch labeling. All staff picking goods from a warehouse or transferring goods to a warehouse are responsible for updating the ICCs.

### 3. Implementation

#### 3.1. Warehouse Arrangement

All warehouse spaces are arranged according to the following warehousing categories:

Medicines	Health Products
A-Oral Solid B-Oral Liquid C-Injectables D-Topical	E-Lab and Diagnostic Materials F-Medical Devices G-Dressing Materials H-Injection Materials I-Personal Protective Equipment J-Urinary and other Catheters K-Miscellaneous

Within categories, items are arranged alphabetically (which means, if two items start with A, look at the next letter to see which one should be placed first, etc.)

In bulk storage areas, arrangements may slightly deviate from the above rules to maximize the use of space.

In all warehouse spaces, items are stored batch-wise.

Items must be stored on shelves or on pallets. They may not be placed directly on the ground, and they are not permitted to touch the walls of the warehouses to avoid moisture collecting in the packaging. Products may not be stored in direct sunlight.

The temperature within the warehouse is maintained between 15 and 30°C. For details, see the SOP on Temperature Control (QA-015).

#### 3.2. Batch Labelling

All batches stored on shelves are labelled via the magnetic labelling system with the following information:

- Item name
- Batch number

- Expiry date

New labels are printed in bulk when a new consignment arrives (see the label printer manual for instructions).

When goods are transferred between warehouses, the storekeeping staff checks if a new label is required. If so, they print a single label for the new batch.

When a batch finishes or expires, the label is removed from the shelf along with the ICC at the end of the month.

### **3.3. Updating Inventory Control Card (ICC)**

Every batch of an item is given an ICC. The ICC is kept along with the batch (on the shelf or on the pallet). If the same batch of an item is in stock in two warehouses (e.g., Dispensary and Bulk Warehouse), the storekeeping staff keeps an ICC in each location.

ICCs are issued when:

- New stock arrives at the MSU
- A new batch is transferred to a warehouse where it was not in stock before

The attached ICC template is used. ICC are printed on colored poster sheets.

Every movement of a batch into or out of the warehouse **MUST BE RECORDED** on the ICC **IMMEDIATELY**. The staff adding or removing stock from the warehouse is responsible for making the necessary entry on the ICC. This includes, e.g., the cashier when he substitutes for the supply chain officer, etc.

Inventory control cards are **NOT** permitted to be left to be updated the next day.

Regular entries on Inventory Control Cards are made in blue pen.

Inventory is recorded on the Inventory Control Cards in red pen.

Entries are **NEVER** made with pencil.

Inventory control cards of batches that have finished or expired are filed in the respective folder by the end of the month.

If an ICC is full with the maximum number of entries, but the batch is still in stock, a second ICC for this batch is filled and stapled to the first ICC.

Entries on Inventory Control Cards are made as shown below:

<b>Item Code:</b> Tablet		<b>Item Description:</b> Cotrimoxazole 480mg				<b>Location:</b> CHASL MSU		
<b>Unit of Supply:</b> Tablet		<b>Maximum Stock Level:</b> 4 months		<b>Minimum Stock Level:</b> 2 months		<b>End of Period Inventory (EOP) Stock Level:</b> 1 month		
Date	Received From or Issued To	Quantity Received	Quantity Issued	Losses/ Adjustments	Quantity on Hand	Batch Number	Expiry Date	Remarks /Initials
		A	B	C	D = (A +/- C) - B			
24 <sup>th</sup> Nov. 2025	AXMED	10000	-	-	10000	AB1238	30 <sup>th</sup> Dec. 2028	SSB

**INVENTORY CONTROL CARD (ICC)**

#### **4. Maintenance, Updating, and Monitoring**

This standard operating procedure is reviewed at the end of its validity period by the MSU Manager.

See the SOP Identification, Preparation, Updating, and Monitoring of SOPs.

#### **5. Documentation and record keeping/Archiving**

All SOP originals are archived by the MSU Manager. 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**

<b>Version</b>	<b>Reasons for changes</b>	<b>Valid from</b>
01	First version	1 <sup>st</sup> January 2026 - 31 <sup>st</sup> December 2030