TUPANGE REPRODUCTIVE HEALTH COMMODITY MANAGEMENT SUPPORT SUPERVISION CHECKLIST

Date:	
Name of Facility	
Name of the Geography:	
Name of the SDP/ Store (Please Specify):	
City/town:	
Province:	
Person Interviewed - Name:	
Title(s):	
Contact (s):	
Interviewed by Name Title	

Objectives of the visit:

1) The purpose of the visit is to collect the following information on logistics system performance:

   - Stock status of FP (family planning) commodities
   - Process of ordering and receiving FP commodities
   - Availability of Standard Operating Procedures (SOPs) and Job Aids
   - Infrastructural issues:-storage, electricity, telephone
   - Supervision, monitoring and evaluation
   - Distribution and Re-Distribution

2) To assess the impact of training on logistics and inventory management:

   - Status of action plans developed during the training
   - OJT if any has happened, and the impact of the OJT
   - Challenges if any, and how these have been addressed
   - Way forward on the action plans, i.e. to fully implement the work plan or any new issues to be added

General questions

1. Who is the principal person responsible for managing FP commodities at the store?

   Name_____Title _____ Telephone Contact_____

   Has the person responsible for managing commodities been trained in commodity management?

   Yes △   No △   Don't know △

   If yes, please indicate the following:

   Name of training _____ Name of training organization _____

   Date of training_____

2. Are any of the following data collection and reporting tools available (Please ask to see actual tool)?

Bin Cards/stock cards: Yes △   No △

Daily Activity Register (DAR):   Yes △   No △

Consumption data report and request (CDRR) form: Yes △   No

Standard Order and Requisition Form (SORF):   Yes △   No

Ordering, Receiving, Storage and Stock-outs

1. Which units do you use to record quantities of commodities in data collection and reporting tools? (E.g. Cycles, vials, pieces, sets, doses, boxes, cartons)

Commodity	Unit Recorded
Male Condoms	
Female Condoms	
Injectable	
COCs	
POPS	
ECP	
IUCD	
Implants	
Cycle Beads	

2. Are damaged/expired products physically separated from inventory and removed from stock records at all levels (Check to confirm)?   Yes △   No △

3. How do you handle damaged/expired commodities?

_____

_____

_____

_____

_____

4. Are there written procedures or guidelines for destroying damaged and expired products?

Yes △   No △

5. Are losses and adjustments recorded?   Yes △   No △
   If yes, what do you do about losses?

   _____
   _____
   _____
   _____
   _____
   _____

   Indicate losses and adjustments recorded in the last 3 months

Commodity	Losses	Adjustment	
		Positive (+)	Negative (-)
Male Condoms			
Female Condoms			
Injectables			
COCs			
POPS			
ECP			
IUCD			
Implants			

6. How do you calculate re-order quantities (ask respondent to explain process in detail)?

   _____
   _____
   _____
   _____

7. Have stock outs occurred for any product in the last 3 months?   Yes △   No △

   If yes, indicate the stock-out period below:

Commodity	Period stocked out (e.g. Sept, Oct, Nov, Dec)	Total Number of days stocked out
Male Condoms		
Female Condoms		
Injectables		
COCs		
POPS		
ECP		
IUCD		
Implants		

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8. Commodity status

Commodity	Units of count	Physical inventory—Store room	Quantity of expired products	Stock card available? (Y/N)	Stock card updated? (Y/N)
Male Condoms	Pcs				
Female Condoms	Pcs				
Injectables	Vials				
COCs	Cycles				
POPS	Cycles				
ECP	Doses				
IUCD	Pcs				
Implants	Sets				

9. Does the store have written procedures and/or guidelines for inventory management?

   Yes △   No △

   If yes, list procedures and/or guidelines available

   _____
   _____
   _____

10. How are commodities stored;

    Pallets: Yes △   No
    Shelves: Yes △   No
    Away from the walls: Yes △   No △

11. Are the following storage conditions or requirements adhered to?

No	Storage condition or requirement	No	Yes	Comments
1.	Products are arranged so that identification labels and expiry dates and/or manufacturing dates are visible.			
2.	Products are stored and organized in a manner accessible for first-to-expire, first-out (FEFO) counting and general management.			
3.	Cartons and products are in good condition, not crushed due to mishandling.			

No	Storage condition or requirement	No	Yes	Comments
4.	Products are protected from heat/radiation (e.g. fluorescent lights in the case of condoms)			
5.	Cartons are placed right-side up (e.g. for Depo-Provera®).			
6.	Products are protected from direct sunlight.			
7.	Cartons and products are protected from water and humidity.			
8.	Storage area is visually free from harmful insects and rodents. (Check the storage area for traces of bats and/or rodents [droppings or insects].)			
9.	Storage area is secured with a lock and key, but is accessible during normal working hours; access is limited to authorized personnel.			
10.	Is room temperature of the storage area monitored? (ask for documentation)			
11.	Roof is maintained in good condition to avoid sunlight and water penetration.			
12.	Storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes).			
13.	The current space and organization is sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).			
14.	Fire safety equipment is available and accessible (any item identified as being used to promote fire safety should be considered).			
15.	Products are stored separately from insecticides and chemicals.			

12. When did you conduct your last supervisory visit?
    a. Within the last month
    b. Within the last 3 months
    c. Within the last 6 months
    d. Other (explain) _____
    e. Not applicable (do not do supervisory visits).

13. When did you receive your last supervisory visit?
    a. Within the last month
    b. Within the last 3 months
    c. Within the last 6 months
    d. Never

The following questions relate to the provider who received the training in Logistics Management in September 2011.

Name of the trained Provider………

Contact……..

14. Have you performed on –job training on logistics management after the training?

Yes △   No △

If yes, how many staff have received OJT.

If no, do you still plan to conduct OJT at your facility? _____

15. What have you been able to implement from your workplan?

a) ……

b) ……

c)   ……

d) None

16. What challenges have you encountered after the training, and what steps were taken to address the challenges?

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17. What additional support would you need to help improve performance on Logistics?

i) ………

ii) ………..

iii) ………

18. In your own analysis, has this training on logistics management been of benefit in your facility?

Yes △   No △

If yes, explain the impact;

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if no what are your views?

Tupange SMS Commodity Tracking System

19. Please rate the Tupange SMS Tracking system and its ease of use
    1 – Poor□   2 – Satisfactory□   3 – Good□   4 – Excellent□

20. Has the system helped you track and report FP commodity levels?

_____

_____

21. Do you receive acknowledgements and reminders from the system?

    Reminders □   Acknowledgment on receipt of an SMS □

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22. Any Suggestions/Comments of changes or improvements you would like made to the Tupange SMS Tracking system

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

FOR OFFICIAL USE ONLY

Received by: _____

Date: _____

Signature: _____