

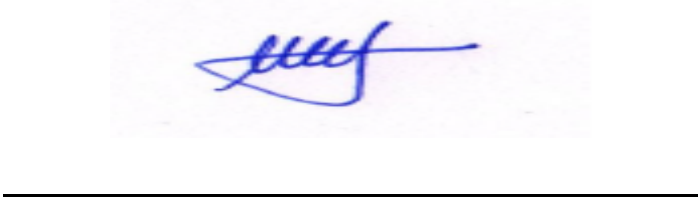



# MATERIALS MANAGEMENT



## Annual Documents adequacy & Change Requirements Review

Sr.No	SOP /Doc No	Documents Name	Issue. No	Rev.No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SDH/MM/01	Content	1	0	20-Nov-22	No Any Change Review Completed		20-Nov-23	No Any Change Review Completed	No Any Amendment History
2	SDH/MM/02	Department Organizational Chart	1	1	20-Nov-22			20-Nov-23		
3	SDH/MM/03	Roles and Responsibilities	1	1	20-Nov-22			20-Nov-23		
4	SDH/MM/04	Services Standards	1	1	20-Nov-22			20-Nov-23		
5	SDH/MM/4.1	Material Management Committee	1	1	20-Nov-22			20-Nov-23		
6	SDH/MM/4.2	Purchase System	1	1	20-Nov-22			20-Nov-23		
7	SDH/MM/4.3	Purchase of Equipment	1	1	20-Nov-22			20-Nov-23		
8	SDH/MM/4.4	Central Receiving stores	1	1	20-Nov-22			20-Nov-23		
9	SDH/MM/4.5	General Stores	1	1	20-Nov-22			20-Nov-23		
10	SDH/MM/4.6	Surgical Stores	1	1	20-Nov-22			20-Nov-23		
11	SDH/MM/4.7	Engineering Stores	1	0	20-Nov-22			20-Nov-23		
12	SDH/MM/4.8	Printing & Stationary Stores	1	0	20-Nov-22			20-Nov-23		
13	SDH/MM/4.9	Sub Store Functions	1	1	20-Nov-22			20-Nov-23		
14	SDH/MM/4.10	Consignment Items	1	0	20-Nov-22			20-Nov-23		
15	SDH/MM/4.11	Inventory Control Practices	1	1	20-Nov-22			20-Nov-23		
16	SDH/MM/4.12	Procedure For Condemnation	1	1	20-Nov-22			20-Nov-23		
		<b>Original Date</b>	<b>Effective Date</b>		<b>Next date of revision</b>		<b>Issue NO</b>			
		<b><u>01-Nov 2021 &amp; 01-Oct-19</u></b>	<b><u>20 November 2023</u></b>		<b><u>20 November 2024</u></b>		1			

Reviewed & Prepared By		Recommended By	Approved By
Mr.Vinay Pimparkar	Mrs.Shraddha suryavanshi	Dr.H.Kalgaonkar	Dr.S.S.Deepak
Store HOD	Quality Co-ordinator	Chief Medical Administartor	Chairman & Managing Director
			



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7	SDH/MM/4.3	Purchase of Equipment	1	1	01-Oct-19			20-Nov-22		
8	SDH/MM/4.4	Central Receiving stores	1	1	01-Nov-21			20-Nov-22		
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		<u>01-Nov 2021 &amp; 01-Oct-19</u>	<u>20 November 2022</u>		<u>20 November 2023</u>		1			
<b>Reviewed &amp; Prepared By</b>			<b>Recommended By</b>			<b>Approved By</b>				

Mr.Vinay Pimparkar

Mrs.Shraddha suryavanshi

Dr.H.Kalgaonkar

Dr.S.S.Deepak

Store HOD

Quality Co-ordinator

Chief Medical Administartor

Chairman & Managing Director





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HEALTHCARE & RESEARCH PVT. LTD.

**SAIDEEP HOSPITAL**  
  
**MATERIALS MANAGEMENT  
MANUAL**

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Amendment Sheet

Sr. No	Page No	Clause No	Date of Amendment	Amendment Made	Reasons	Signature of Approval Authority
01.						

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S. S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	




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**MATRAILS MANAGEMENT**  
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5.3 Preventive Maintenance System
5.4 Equipment & Assets Management
5.5 Calibration of Biomedical Equipment
5.6 BME Safety
6. Records
7. Annexures

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepak Chairman & Managing Director	

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Document Title : Roles & responsibilities			

### Manager– Materials Management

The Manager – Materials Management should be preferably a Post-Graduate in Hospital Administration or Management having an exposure to the healthcare industry. He / She should be knowledgeable in the area of Purchasing and Inventory Management and should be well versed with purchase documentation, import regulations, cost management, value engineering etc. He / She should possess good negotiation skills, managerial capabilities and communication skills.

His / her duties and responsibilities are as given below:

- Will report to the Chief Administrator
- Shall be the secretary of the Hospital Materials Management Committee
- Shall be directly responsible for all purchases of the hospital
- Shall be directly responsible for running of all hospital stores
- Shall be functionally responsible for all sub-stores
- Will coordinate with CMD and Chief Administrator on matters related to materials Management and shall execute their instructions on matters pertaining to the materials management function.
- Will coordinate with all hospital suppliers and ensure a smooth working relationship
- Will ensure the identification of new suppliers / vendors and updating of the supplier database
- Will strive for opportunities for cost management and value engineering for optimization of hospital materials cost
- Will work in coordination with various unit heads to ensure supply of quality materials contributing to quality of care, treatment and services
- Will ensure implementation of the relevant policies and procedures of SHRPL pertaining to Materials Management
- Will execute any other responsibilities assigned to him / her by the SHRPL management.


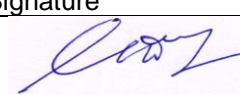
### Purchase Assistant

The Purchase Assistants shall possess a graduation in any subject and shall possess knowledge in the common purchase procedures. He / She shall have necessary computer skills and proficiency in written communication in English.


His / her duties and responsibilities shall be as follows:

- Shall report to directly to Coordinator – Materials Management
- Shall be responsible for preparation of Purchase Orders
- Shall be responsible for receiving and compiling various purchase indents
- Shall be responsible for maintaining the necessary correspondence with the vendors / suppliers, as required.
- Shall be responsible for maintaining the various purchase records updated as required.
- Shall perform any other duties / tasks assigned to him / her by the management

### Stores Assistant

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	


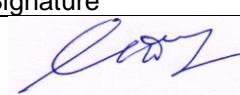


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The Purchase Assistants shall possess a graduation in any subject and shall possess knowledge in the common purchase procedures. He / She shall have necessary computer skills and proficiency in written communication in English.

His / her duties and responsibilities shall be as follows:

- Shall report to Assistant Manger – Materials Management
- Shall be responsible for receiving and compiling various material requisitions
- Shall be responsible for ensuring the proper storage of materials in the stores
- Shall be responsible for updating of Stocks in HIS
- Shall be responsible for timely issue of materials to users.
- Shall perform monthly stock verification of their stores as required
- Shall be responsible for maintaining the various stores records updated as required.
- Shall perform any other duties / tasks assigned to him / her by the management

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



**SAIDEEP HOSPITAL**


**MATERIALS MANAGEMENT**

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Service Standards			


### Service Objective

- Ensuring timely supply of quality materials to various hospital services units
- Management input costs of the hospital through effective purchase and inventory management

### Measurable Service Standards

Service Parameters	Measurable Outcomes / Outputs
Availability of materials	Stock out situations – To be decided
Reduction in materials waste and pilferage	Less than 0.5 % of annual materials costs / value

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Materials Management Committee			

## 1. PURPOSE:

To define the organization, Responsibilities and functioning of the Materials Management Committee (MMC).

## 2. SCOPE:

This procedure is applicable activities undertaken by the MMC.

## 3. DEFINITIONS

Nil

## 4. RESPONSIBILITY

The MMC is responsible for the overall monitoring of the materials management function at Saideep Hospital

The Director – Dr K R Jhalani as the Convener of the MMC is responsible for ensuring the function of the MMC as per laid down procedure.

The Chairman is responsible for overall monitoring of the committee actions and reviewing the committee decisions as required.


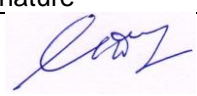
## 5. DESCRIPTION


### 5.1 Organization of the MMC.

The MMC is appointed by the Chairman for a term of a year.

The mandatory members of the MMC are as follows.

- Director Dr K R Jhalani - Convener
- Hospital Administrator Dr Kalgaonkar H A - Member
- Chief Financial Controller Mr Kishor Pipada - Member

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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- In-charge Materials Management – Mr V K Pimparkar Secretary
- In-charge Central Pharmacy Mr S N Deshpande Member

The invited participants of the MMC are as follows.

1. HOD Laboratory Services
2. HOD Radiology Services
3. HOD Cardiac Services
4. Medical Director
5. HOD – Anesthesia / HOD - OT
6. HOD Nursing services
7. HOD – Facility Management


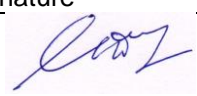
The participation of the invited members is not mandatory, unless intimated in writing by the Convener or by the Secretary on his behalf.


The Convener can also nominate / invite any other staff members as a member / invited participant to provide expert assistance to the committee on matter requiring technical expertise.

### 5.2 Responsibilities of the MMC

1. The MMC is responsible for defining, managing and monitoring the material management system of the hospital.
2. The MMC has overall responsibility for the selection, monitoring and rating of suppliers and their performance.
3. The MMC shall have the authority and responsibility for issuing and approving tenders / contracts up to a value up to Rs. 10,00,000/-
4. The MMC has the overall responsibility for the annual purchase planning activity and for preparing the materials management budget based on the planned requirement.
5. The MMC has the responsibility and authority to ensure planning and implementation of inventory management practices throughout the hospital.
6. The MMC shall have the responsibility and authority to conduct planned and random stock audits of the stores and the department stocks.
7. MMC shall have overall responsibility for ensuring that all purchase and store records are updated as required.

### 5.3 Functioning of the MMC

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	


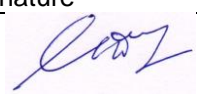
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1. The MMC meeting shall be conducted at least once in a month.
2. The secretary of MMC in consultation with Convener / other members shall prepare an agenda for the meeting. The notification and agenda for each meeting shall be circulated to members and participants at least three days in advance.
3. The secretary shall arrange for the preparation, approval and filing of the minutes of the MMC meetings.
4. The MMC shall plan and conduct periodic stock audits of all stores and stocking areas of the hospitals in a continuous and scheduled manner.
5. All negotiations regarding tenders / Contract shall be conducted by personnel authorized for the committee. The committee shall monitor all such activities conducted on its behalf.

**6. RECORDS**

Nil.

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Purchase System			

### 1. PURPOSE:

To define and describe the system of purchase of all materials including drugs required for functioning of the hospital.

### 2. SCOPE:

This procedure is applicable for the purchase of all category of items / materials including consumables and medicines.


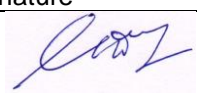
This procedure is exclusive of purchase of equipment by the hospital both for Medical and Non-Medical purposes.


### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The MMC is responsible for the issue, approval and monitoring of tenders / contracts.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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The DTC is responsible for the selection of drugs & therapeutics, approving manufacturers and suppliers, issuing and approval of tenders pertaining to drugs and therapeutics procured by the hospital.

The Director –Dr K R Jhalani is responsible for approval of all purchase orders of value up to Rs. 5,00,000.

The Hospital Administrator is responsible for approval of all purchase orders of value up to Rs. 1,00,000.


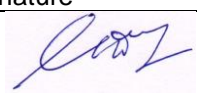
The Coordinator Materials Management is responsible for approval of all purchase orders including drugs and therapeutics.

The Coordinator Materials Management is responsible for planning and execution of purchase activities and ensuring that all appropriate records for the same are maintained.


The Coordinator Materials Management is responsible for preparation and verifications of purchase orders prior to their submission for approval.

The Chief Pharmacist is responsible for preparation and verification of the purchase orders pertaining to drugs and therapeutics.

The concerned department / units heads and stores in-charges are responsible for coordinating with the purchase personnel in effective planning of the purchase process and forecasting the material consumption patterns.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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## 5. DESCRIPTION

### 5.1 Vendor Registration and Selection

The Coordinator Materials Management with the assistance of the Purchase Assistant shall maintain a database of registered suppliers. This database shall be organized as per the various Inventory heads.

The Chief pharmacist shall be responsible for maintaining the same for the drugs and therapeutics.

The hospital shall strive to maintain at least three registered suppliers for each items used by the hospital.

The registration of each supplier shall be based on *Criteria for Approval of Suppliers*.


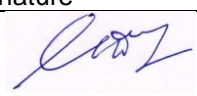
The final selections and approval of suppliers; and awarding of tenders / contracts shall be done in consultation with the MMC or PTC and concerned functional heads in the respective areas.


### 5.2 Tender / Quotation Process

Tenders / Quotations should be obtained for all items / equipments costing more than Rs. 50,000/-.  
Tenders can be called for through advertisements or directly from registered firms.

There should be at least three bidders for a tender /quotation process to be valid. Incase of items / equipment of special nature where a single or few suppliers are available a single bidder may be requested for tender / quotation; after obtaining approval of the MMC/PTC.

For all tenders called for the lowest three bidders shall be short-listed. The Coordinator Materials Management shall prepare a comparative statement of the bidders short-listed for final negotiation.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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The comparative statement shall cover the following details about the bids short-listed; Name & Details of Bidder, Make / Model, Price Per Unit, Quantity offered, Delivery Period, Terms of delivery, Past Performance of the supplier; etc.

Incase of tenders for equipment these comparative statements shall be accompanied by a technical and feasibility analysis reports prepared by a multi disciplinary team constituted by members from the concerned functional area, hospital administration, finance and bio-medical engineering.

### 5.3 Contracts


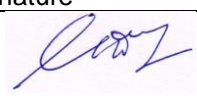
The purchase committee has the authority and responsibility to sanction rate contracts / running contracts to the tune of Rs. 10,00,000/- following the usual procedures for inviting quotations for supply / work etc.


Any rate contracts / running contracts above the value of Rs. 10,00,000/- has to be ratified by the CMD.

### 5.4 Short Quotations

Short quotations can be invited by the CMD for purchase of items / materials costing less than Rs. 50,000/- He should obtain the sanction of the CMD or Director –Dr K r Jhalani before effecting the purchase. All emergency purchases has to be ratified by the MMC in its next meeting. Maximum limits for emergency purchases are limited to Rs.50,000 / -.

### 5.5 Emergency Purchases

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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In cases of emergency, the Director – Dr K R Jhalani has the authority to waiver the normal purchase system to place emergency purchases with in a maximum limit of Rs.50,000 /- . All emergency purchases have to be ratified by the MMC / PTC in the next meeting.

### 5.6 Purchase Orders

No goods / items, except cases of emergency purchases' shall be obtained without a written purchase order issued and signed by the competent authority.

The Hospital Administrator shall have the authority to sign and issue purchase orders for all purchases up to a value of Rs. 1,00,000/-.


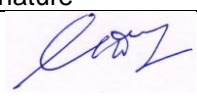
The Director Dr K R Jhalani shall have the authority to sign and issue all purchase orders for purchases up to a value of Rs. 5,00,000 /-.


The CMD shall have the authority to sign and issue purchase orders for any purchases above the value of Rs.10,00,000/-

In case if any of the above approval authorities are not available for any period of time; their authority can be temporarily delegated to another staff member nominated by the CMD through an office order for a specified period.

The Purchase Assistant shall be responsible for preparation of the purchase orders and the Coordinator Materials Management for its verification before submission for approval and issue.

All purchase orders shall contain the following relevant information; Order Number, Date, Full Name and Address of the Supplier, Consignees' Name and Address, Terms & Conditions, Description of goods, Quantity, Supplier Quotation / Tender / Contract reference, Price terms, Payment Terms,

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Payment Mode, Delivery date and Schedule, Packing / Transport Instructions, Freight Payment terms, Insurance details, Inspection Details, Penalties, Special Terms and Conditions if any.

In case of amendments to the purchase orders, the same shall be incorporated and shall follow the same procedure before approval and issue.

### 5.7 Rating of Suppliers

The Coordinator Materials Management shall be responsible for the rating of the key suppliers at least once in a year.

The evaluation for rating shall be based on assessment of quality by both the Central Stores in-charge at the time of receipt and by the user department; separately for each items evaluated.


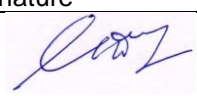
These ratings and details any violations of terms of the purchase order by any supplier shall be presented to the MMC / PTC on a periodic basis. The MMC / PTC shall take appropriate actions based on this feedback.


A Supplier Evaluation Sheets shall be used to record these feedback and these shall be maintained for all key supplier item wise.

### 5.8 Purchase Records

The Coordinator Materials Management with the assistance of the Purchase Assistant shall ensure proper maintenance and updating of the following purchase related records.

- Purchase Indents
- Comparative statements
- Purchase orders
- Supplier Evaluation Sheets


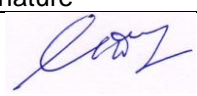
Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	


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		Issue No	01
		Rev No.	01
		Date of Issue	1 Nov 21
		Pages	7
Document Title : Purchase System			

## 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-01	Purchase Indent	Manual	I/C Mat. Mgmt.	Chronological	MAT / F01 - PUR	1 Year
R-MAT-02	Purchase Orders	Electronic/ Print	Purchase Asst.	Chronological	MAT / F02 - PUR	1 Year
R-MAT-03	Supplier Evaluation Sheets	Manual	I/C Mat. Mgmt.	NA	MAT / F03- PUR	1 Year

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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		Issue No	01
		Rev No.	01
		Date	1 Oct 19
		Page	1
Document Title : Purchase of Equipment			

### 1. PURPOSE:

To define and describe the system of purchase of all hospital equipment; both of medical and non-medical use.

### 2. SCOPE:

This procedure is applicable for the purchase of all category of equipment purchased by the hospital.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The MMC is responsible for the issue, approval and monitoring of tenders / contracts.



The Coordinator Materials Management is responsible for preparation and verifications of purchase orders / Annual Maintenance Contracts prior to their submission for approval.


The Technical Evaluation Committee is responsible for conducting the technical and feasibility analysis of the various equipments / manufacturers / models involved.

### 5. DESCRIPTION

#### 5.1 Technical Evaluation Committee

***The hospital shall constitute a Technical Evaluation committee for all purchase of all equipment of value more than Rs.5,00,000 /- and all equipment order values more than Rs.1,00,000/-.***

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepak Chairman & Managing Director	

 <p><b>SAIDEEP</b> HEALTHCARE &amp; RESEARCH PVT. LTD.</p>	<p><b>SAIDEEP HOSPITAL</b></p> <p><b>MATERIALS MANAGEMENT</b></p> <p><b>MANUAL</b></p>	Doc No	SDH/MMD/5.3
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Document Title : Purchase of Equipment			

This is applicable for purchase of AMC / Technical services from various companies.

The technical; Evaluation Committee shall be constituted by;



- Medical Director
- Unit Chief – User Department / Unit
- Biomedical Engineering in-charge (Incase of Biomedical equipments)
- Chief Financial Officer
- Facility Maintenance In-charge (Incase of major installations and Non-Medical Equipment)
- Respective Chief Technician
- Coordinator Material Management


The Technical Evaluation Committee shall prepare a technical and feasibility analysis report; and submit it to the Materials Management Committee; which along with the comparative statements of various commercial quotations shall form the basis for the purchase decision.

## 5.2 Technical Evaluation Process

The technical evaluation committee shall prepare the technical and feasibility report based on the following aspects.

1. Utilization Loads – The committee consider the utilization of the proposed equipment; relative to its projected average utilization versus installed capacity of proposed equipment.
2. Break even analysis – This would provide a view of the potential revenue and period of profit yields for the proposed equipment.
3. Preferred Specification – The committee should freeze on the preferred specifications for the equipments in terms of capacity, range etc.
4. Site selection – The site selection for the equipment should be based on a critical analysis of requirements like size, temperature requirements, OP / IP locations, patient traffic flow etc.
5. Payment Modalities
6. Contract Clauses
7. Possibility of turnkey installation
8. Warranty

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Purchase of Equipment			

9. Continuous supply of spares and consumables
10. Service contracts / After sales service
11. Training of staff / users / biomedical engineers.
12. Import guidelines if applicable
13. Power supply
14. Equipment software system used and its up-gradation
15. Technology and Technology Obsolescence

### 5.3 Tender / Quotation Process

Tenders / Quotations should be obtained for all equipment costing more than Rs. 50,000/-.

Tenders can be called for through advertisements or directly from registered firms.

There should be at least three bidders for a tender /quotation process to be valid. Incase of items / equipment of special nature where a single or few suppliers are available a single bidder may be requested for tender / quotation; after obtaining approval of the MMC.



For all tenders called for the lowest three bidders shall be short-listed. The In-charge Materials Management shall prepare a comparative statement of the bidders short-listed for final negotiation.

The comparative statement shall cover the following details about the bids short-listed; Name & Details of Bidder, Make / Model, Price Per Unit, Quantity offered, Delivery Period, Terms of delivery, Past Performance of the supplier; etc.


### 5.3 Guarantees & Annual Maintenance Contracts

All the equipment purchases shall consider the inclusion of a warranty period of three years and shall include the terms and charges for AMC for subsequent three years.

The contracts may be awarded inclusive or exclusive of this as per the recommendations of the MMC.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b> <b>MANUAL</b>	Doc No	SDH/MMD/5.3
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Document Title : Purchase of Equipment			

#### 5.4 Spare parts

All technical and feasibility analysis for equipment purchases shall consider the future use of spare parts and consumables by the equipment.

Efforts shall be made to include these as a part of the contract. In case of imports efforts are to be made to include terms which shall protect the hospital against future escalation of prices / duties.

The technical and feasibility analysis should consider the factor of technology obsolescence. In case of probability of phasing out of models or technology efforts should be made to include the purchase of spares / consumables for the life period of the equipment.

#### 5.5 Purchase Orders / Contracts

All purchase orders / contracts shall be wetted by the Finance Department before their signing.



Clearance of the legal advisors may be obtained before any contract above Rs. 10 Lakhs is signed with any equipment / equipment service provider.


All purchase orders / contracts shall be signed by the CMD.

All purchase orders / contracts shall specify the following relevant information; Order Number, Date, Full Name and Address of the Supplier, Consignees' Name and Address, Terms & Conditions, Description of goods, Quantity, Supplier Quotation / Tender / Contract reference, Price terms, Payment Terms, Payment Mode, Delivery date and Schedule, Packing / Transport Instructions, Freight Payment terms, Insurance details, Inspection Details, Penalties, Special Terms and Conditions if any.

#### 5.6 Supply & Installation of Equipment

All payments except the advance payments for equipment shall be made only after the following are provided.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepak Chairman & Managing Director	



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Document Title : Purchase of Equipment			

- Necessary customs / duty/import clearances
- Installation reports by the concerned manufacturer / supplier.
- Written clearance from the user department
- Written clearance from the Bio-Medical engineering
- Handing over of sufficient copies of the Operating Manual, Service Manuals, Circuit Diagrams etc, as applicable.
- Completion of User / technical training, if applicable.

## 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-02	Purchase Orders	Electronic/ Print	Purchase Asst.	Chronological	MAT / F06 - PUR	1 Year

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepak Chairman & Managing Director	



**SAIDEEP HOSPITAL**  
**MATERIALS MANAGEMENT**

Doc No	SDH/MMD/5.4
Issue No	01
Rev No.	01
Date of Issue	1 Nov 21
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Document Title : Central Receiving Stores

**1. PURPOSE:**

To describe the functioning of the Central Receiving Stores in terms of receipts, storage and issue of materials.

**2. SCOPE:**

This procedure is applicable for all materials supplied to the hospital.

**3. DEFINITIONS**

Nil

**4. RESPONSIBILITY**

The Manager - Stores is responsible for the overall functioning of the central stores.


The Stores- Assistant in-charge of Central Receiving Store is responsible for receipts of goods, its inspection, processing invoices and transfer of items of to respective stores.

**5. DESCRIPTION**

**5.1 Receipt of Materials**

All goods supplied to the hospital except drugs & therapeutics shall be received by the central stores after necessary security checks / clearance.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

 <b>SAIDEEP</b> HEALTHCARE & RESEARCH PVT. LTD.	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.4
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Document Title : Central Receiving Stores			

The Stores Assistant shall inspect the materials (Refer to *Checklist for Inspection of Materials*). In case of materials requiring inspection by the user departments the Stores Assistant shall arrange for the same through the respective functional in-charges.

The Stores Assistant shall enter the particulars of the Invoice and Delivery Challan in the computer and generate a Goods Receipts Note (GRN) and obtain printed copies of the same (1+2 Copies).

The In-charge Materials Management shall verify the GRN, attach it with the DC / Invoice, sign and send the whole set to the Chief Administrator. Upon approval by the Chief Administrator the original GRN and Invoice copies shall be forwarded to accounts department for payment. A dispatch Register shall be maintained for the same.

All material received by the Central Receiving Stores shall be recorded in the Materials Receipt Register in HIMS

### 5.2 Rejected / Non-Conforming Items

All rejected / non-conforming items shall be identified and stored separately. All such items shall be sent back to the suppliers, as soon as possible.


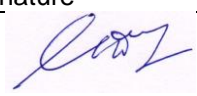
### 5.3 Transfer of Materials


Central stores shall transfer stock / items to the concerned store and record the details in the Stock Transfer Register in HIMS.

No direct transfer of materials is allowed to the sub-stores or users except in cases of emergency as detailed in Procedure for Consignment Items.

On receipt of items transferred to the concerned store; the respective stores assistant shall take the items into their stocks and update the same in the HIMS.

### 5.4 General

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Central Receiving Stores			

The Central Receiving Stores shall be the single window coordination point for all materials going out of the hospital premises.

Incase of any material that is to be moved out of the hospital premises for any purpose the concerned unit / store / sub-store in-charge shall inform the Central Receiving Stores.


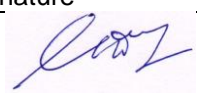
If any materials is sent out for repair / refilling etc, the stores shall prepare a Returnable Gate Pass in triplicate.


For return of rejected / expired / damaged items the Stores Assistant shall prepare a non-returnable gate pass in triplicate and send back the items.

Both the returnable and non-returnable gate passes shall be approved by In-charge Material Management before their issue.

## 6. RECORDS


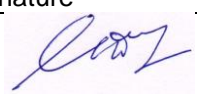
Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-04	GRN	Electronic / Print	Stores Asst.	Chronological	MAT / F01	1 Year
R-MAT-05	Materials Receipt Register	Manual	Stores Asst.	Day wise	NA	1 Year
R-MAT-06	Material Transfer Register	Manual	Stores Asst.	Day wise	NA	1 Year
R-MAT-07	Dispatch Ledger	Manual	Stores Asst.	Day wise	NA	1 Year


Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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R-MAT-08	Returnable Gate Pass	Manual	Stores Asst.	Chronological	MAT / F02	6 Months
R-MAT-09	Non-returnable Gate Pass	Manual	Stores Asst.	Chronological	MAT / F03	6 Months



Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

 <b>SAIDEEP</b> HEALTHCARE & RESEARCH PVT. LTD.	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/.5
		Issue No	01
		Rev No.	01
		Date of Issue	1 Nov 21
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Document Title : General Stores			

### 1. PURPOSE:

To describe the functioning of the General Stores in terms of receipts, storage and issue of materials.

### 2. SCOPE:

This procedure is applicable for all materials stored and issued through the General Stores.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY


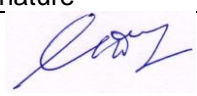
The Coordinator Material Management is responsible for the monitoring the functioning of the General Stores.


The Stores Assistant - General Stores is responsible for receipts of goods, updating stock details and issue of items.

### 5. DESCRIPTION

The General Stores is the main store providing supplies to all the sub-stores and other areas of the hospital.

The items at the General Stores are classified as follows.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

 <p><b>SAIDEEP</b> HEALTHCARE &amp; RESEARCH PVT. LTD.</p>	<p><b>SAIDEEP HOSPITAL</b></p> <p><b>MATERIALS MANAGEMENT</b></p>	Doc No	SDH/MMD/.5
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- Cath Lab Items
- Laboratory Items
- Radiology Items
- Non-surgical Consumables
- Housekeeping Items
- Fabrics & Linen Items
- Furniture & Fittings
- Medical Gases
- Kitchen Items (Crockery, Utensils etc)
- Computers and Peripherals
- Medical Instruments
- Electricals & Electronic
- Plumbing material

### Receipt of Materials

The General Store In-charge shall receive the materials transferred from the Central Receiving Stores and update the stock in the HIS.

In case of any discrepancies he shall immediately inform the Central receiving Stores In-charge. The lot shall not be accepted unless appropriate action to resolve / reconcile the discrepancy is taken and approved by the materials management in-charge.


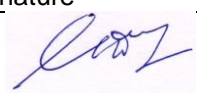
### Non-Conforming Items

All non-conforming items shall be identified and stored separately. All such items shall be sent back to the Central Receiving Stores, as soon as possible and stocks updated.


### 5.1 Storage

All received items shall be stored in the appropriate sections / racks.

All racks/areas for used for storage shall be appropriately identified and labeled.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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Document Title : General Stores			

All items shall be stored as per the specified storage instructions. All items requiring refrigeration shall be stored in the centralized refrigeration storage and details of this stock monitored on a daily basis

### 5.2 Expired and Damaged Items

The General Stores shall have a system of identification and segregation of expired and damaged items.

On the first week of every month the Stores In-charge shall identify all items nearing expiry. They shall be categorized into two – Three Month Expiry Items and One Month Expiry Items.

All items falling into the One month Expiry limit shall be removed to separate expiry shelves and arrangements made with Central Receiving Stores for their return. Appropriate updates shall be made on stock positions in the HIS.

All items falling into three months expiry category shall be identified for priority issue to the respective user areas.

### 5.3 Issue of Materials


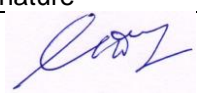
All issues from the General Stores shall be made as per the request on Materials Requisition-cum-Issue Slip from the units / departments / sub-stores with appropriate approval by the concerned Unit / department in-charge.


The issues from the general stores shall follow a weekly schedule covering the various units / departments.

Emergency issues shall only made on approval of the Materials Requisition-cum-Issue Slip by the Chief Administrator.

Consignment items and high value items shall be issues to the concerned sub-stores immediately after they are received in the stocks, to ensure their safe keeping in the respective sub-stores under lock and key.

The stores in-charge will update the stocks as soon as possible after issue of items.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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#### 5.4 General Stores

The general store is situated inside the Central Stores complex at Level 7 of the hospital.

The general stores shall be maintained as a restricted entry area. No unauthorized staff is allowed to enter the stores area.


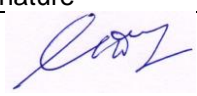
All issues shall be made at the store issue counter of the Central Stores area.

The Central Store area shall be sealed at the end of the day. The keys shall be handed over at security office. All opening and closing time shall be recorded in a register. In case any items have to be obtained from the store in an emergency the seal shall be broken in the presence of the night manager and details of the items taken detailed in a requisition slip counter signed by the night manager. The approval for the same shall be taken the next working day from the Chief Administrator. The stores shall be resealed and the entry and exit time recorded in the register with countersign of the Night Manager.

#### 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-10	Material Requisition-cum-Issue Slip	Manual	Stores Asst.	Chronological	MAT / F04 - GS	1 Year
R-MAT-11	Stock Register - GS	Electronic	Stores Asst.	NA	NA	1 Year

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.6
		Issue No	01
		Rev No.	01
		Date of issue	1 Nov 21
		Pages	1
Document Title : Surgical Stores			

**1. PURPOSE:**

To describe the functioning of the Surgical Stores in terms of receipts, storage and issue of materials.

**2. SCOPE:**

This procedure is applicable for all materials supplied to the operation theater.

**3. DEFINITIONS**

Nil

**4. RESPONSIBILITY**

The In-charge Material Management is responsible for the monitoring the functioning of the surgical stores.

The Manager – OT shall be responsible for coordinating with surgical stores for requisition of consumables and drugs and ensuring their appropriate billing.

The Stores- in charge surgical store is responsible for receipts of goods, updating stock details and issue of items and billing.

**5. DESCRIPTION**

The Surgical Stores provides two major types of supplies to the Operation Theater, drugs and consumables; for the purpose of surgeries and anesthesia.



**5.1 Receipt of Materials**

The in-charge surgical stores shall raise a Purchase Indent, which shall be verified by the Manager Operation Theater and approved by the Chief Administrative Officer.

The Surgical Store In-charge shall receive the materials transferred from the Central Receiving Stores or Central Pharmacy and verify items received against the online stock in the HIS.

In case of any discrepancies he shall immediately inform the Operation Theater Manager and the Chief Administrator. The lot shall not be accepted unless appropriate action to resolve / reconcile the discrepancy is taken and approved by the Chief Administrator.

The Stores in-charge / Stores Assistants shall inspect the materials (Refer to *Checklist for Inspection of Materials*). Incase of materials requiring inspection by the users (OT staff, Surgeons or Anesthetists) Stores In-charge shall arrange for the same through the Operation Theater Manager.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.6
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Document Title : Surgical Stores			

### 5.2 Rejected / Non-Conforming Items

All rejected / non-conforming items shall be identified and stored separately. All such items shall be sent back to the Central Receiving Stores / Central Pharmacy, as soon as possible and stocks updated.

### 5.3 Storage

The surgical shall be physically divided into two sections. The Theater Consumables Stores, Cardiac Consumable Stores, Anesthesia Stores.

All received items shall be stored in the appropriate sections / racks.

All racks for used for storage shall be appropriately identified and labeled.

All items shall be stored as per the specified storage instructions. All items requiring refrigeration shall be stored in the refrigerator and details of this stock shall be maintained.

### 5.4 Expired and Damaged Items

The Surgical Stores shall have a system of identification and segregation of expired and damaged items.

On the first week of every month the Stores Assistant shall identify all items nearing expiry. They shall be categorized into two – Three Month Expiry Items and One Month Expiry Items.



All items falling into the One month Expiry limit (except short expiry drugs) shall be removed to separate expiry shelves and arrangements made with Central Receiving Stores / Central Pharmacy for their return. Appropriate updates shall be made on stock positions in the HIS.


All items falling into three months expiry category shall be identified for priority issue to user areas.

### 5.5 Issue of Materials

The Surgical Stores shall issue items as per the type of surgery or as requested by the operation theater staff. The trays for each surgery shall be prepared according to the preference cards for the particular surgeon. The anesthesia items are issued as per the requirements of the anesthetist.

Issues for emergency trays and emergency stores shall be issued once in a week or on consumption. Minimum stock levels shall be maintained for all such stocks maintained inside Operating Rooms.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.6
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Document Title : Surgical Stores			

The surgical stores shall bill the items used for each surgery as per Surgery Item List provided by the Operation Theater Manager after each surgery.

### 5.6 General

The surgical stores will be operated in two shifts form 8 AM to 8 PM.

The surgical stores shall be maintained as a restricted entry area. No unauthorized staff is allowed to enter the surgical store.



The surgical store shall store the high value consumables and consignment items under separate locked cupboards and monitor their stocks regularly.

The surgical stores shall be sealed at 8 PM after items of any planned surgery are handed over the concerned OT staff. The keys shall be handed over at security office. All opening and closing time shall be recorded in a register. In case any items have to be obtained from the store in an emergency the seal shall be broken in the presence of the night manager and details of the items taken detailed in a requisition slip counter signed by the night manager. The approval for the same shall be taken the next working day from the Chief Administrator. The stores shall be resealed and the entry and exit time recorded in the register with countersign of the Night Manager.

### 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-01	Purchase Indent	Manual	Stores Asst.	Chronological	MAT / F08- SS	1 Year
R-MAT-12	Surgery Item List	Manual	Stores Asst.	Date wise	MAT/ F09-SS	1 Year
R-MAT-13	Stock Register – Surgical Stores	Electronic	Stores Asst.	NA	NA	5 Years

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepak Chairman & Managing Director	

 <p><b>SAIDEEP</b> HEALTHCARE &amp; RESEARCH PVT. LTD.</p>	<p><b>SAIDEEP HOSPITAL</b></p> <p><b>MATERIALS MANAGEMENT</b></p>	Doc No	SDH/MMD/5.7
		Issue No	01
		Rev No.	00
		Date of Issue	1 Oct 19
		Pages	1
Document Title : Engineering Stores			

### 1. PURPOSE:

To describe the functioning of the Engineering Stores in terms of receipts, storage and issue of materials.

### 2. SCOPE:

This procedure is applicable for all materials stored and issued through the Engineering Stores.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The In-charge Material Management is responsible for the monitoring the functioning of the Engineering Stores.

The Stores- in charge Engineering Stores is responsible for receipts of goods, updating stock details and issue of items.



### 5. DESCRIPTION

The Engineering Stores provides various types of spare parts, electrical consumables, instruments, plumbing items, pertaining to the needs of the Facility Maintenance and Biomedical Engineering departments.

The items at the Engineering Stores are classified as;

- Electrical Items
- Plumbing Items
- Telecommunication Items
- Biomedical Items
- Computers & Accessories

#### 5.1 Receipt of Materials

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.7
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Document Title : Engineering Stores			

The Engineering Stores In-charge shall receive the materials transferred from the Central Receiving Stores and verify items received against the online stock in the HIS.

In case of any discrepancies he shall immediately inform the Central receiving Stores In-charge. The lot shall not be accepted unless appropriate action to resolve / reconcile the discrepancy is taken and approved by the materials management In-charge.

### Non-Conforming Items

All rejected / non-conforming items shall be identified and stored separately. All such items shall be sent back to the Central Receiving Stores, as soon as possible and stocks updated.

### 5.2 Storage

All received items shall be stored in the appropriate sections / racks / areas.

All racks/areas for used for storage shall be appropriately identified and labeled.

All items shall be stored as per the specified storage instructions.

### 5.3 Expired and Damaged Items



The Engineering Stores shall have a system of identification and segregation of expired and damaged items.

All items stored in the engineering stores shall be checked for expiry and damages. Precautions shall be taken to prevent damage like rusting of various plumbing / electrical items. The expiry dates of various items like power cells shall be monitored.

### 5.4 Issue of Materials

All issues from the Engineering Stores shall be made as per the request from the Facility Maintenance and Biomedical Engineering Departments as and when required.

The stores in-charge will update the stocks as soon as possible after issue of items.



Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.7
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Document Title : Engineering Stores			


## 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-10	Material Requisition-cum-Issue Slip	Manual	Stores Asst.	Chronological	MAT / F05- ES	1 Year
R-MAT-15	Stock Register – Engineering Stores	Electronic	Stores Asst.	NA	NA	5 Years

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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		Issue No	01
		Rev No.	00
		Date of Issue	1 Nov 21
		Page	1
Document Title : Printing & Stationary Stores			

### 1. PURPOSE:

To describe the functioning of the Printing & Stationary Stores in terms of receipts, storage and issue of materials.

### 2. SCOPE:

This procedure is applicable for all materials stored and issued through the Printing & Stationary Stores.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The Coordinator Material Management is responsible for the monitoring the functioning of the Printing & Stationary Stores.

The Stores- in charge Printing & Stationary Stores is responsible for receipts of goods, updating stock details and issue of items.



### 5. DESCRIPTION


The Printing & Stationary Stores provides various types of printed items like forms, registers, pads, visiting cards and stationary items like paper, writing materials, computer consumables etc to various units and departments of the hospital.

The items at the Printing & Stationary stores are classified as;

- Printed Supplies (Forms, Registers, Promotion Materials)
- Non-printed Supplies (Computers Stationary, Stationary)
- Specialized Stationary (Thermal paper, Film rolls etc)

#### 5.1 Receipt of Materials

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Printing & Stationary Stores			

The Printing & Stationary Stores In-charge shall receive the materials transferred from the Central Receiving Stores and verify items received against the online stock in the HIS.

In case of any discrepancies he shall immediately inform the Central receiving Stores In-charge. The lot shall not be accepted unless appropriate action to resolve / reconcile the discrepancy is taken and approved by the Materials Management In-charge.

### Non-Conforming Items

All non-conforming items shall be identified and stored separately. All such items shall be sent back to the Central Receiving Stores, as soon as possible and stocks updated.

### 5.2 Storage

All received items shall be stored in the appropriate sections / racks.

All racks/areas for used for storage shall be appropriately identified and labeled.

All items shall be stored as per the specified storage instructions.

Pest control measures will be done regularly to protect the paper items from pests.

Adequate precautions should be ensured for the protections of thermal papers, films etc.

### 5.3 Expired and Damaged Items



The Printing & Stationary Stores shall have a system of identification and segregation of expired (where applicable) and damaged items.


Precautions shall be taken to prevent damage like to printed and stationary items from pests, moisture etc.

Periodic stock verifications should be used for identifying unused / outdated forms / pads etc for condemnation / removal.

### 5.4 Issue of Materials

All issues from the Printing & Stationary Stores shall be made as per the Material Requisition Slip once in week on the scheduled day for each department.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Printing & Stationary Stores			

The stores in-charge will update the stocks as soon as possible after issue of items.


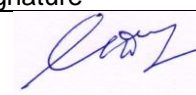
### 5.5 General

The printing and stationary stores shall prepare a *Monthly Statement of Consumption – Printing & Stationary* detailing consumption department wise according to the amount and quantity required; and submit the same to the Chief Administrator and Materials Management In-charge.

### 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-10	Material Requisition-cum-Issue Slip	Manual	Stores Asst.	Chronological	MAT / F06- PS	1 Year
R-MAT-16	Stock Register – Print & Stationary Stores	Electronic	Stores Asst.	NA	NA	5 Years
R-MAT-17	Monthly Statement of Consumption – Printing & Stationary	Manual	Stores Asst.	Chronological	MAT / F07- PS	1 Year

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



**SAIDEEP HOSPITAL**  
**MATERIALS MANAGEMENT**

Doc No	SDH/MMD/5.9
Issue No	01
Rev No.	01
Date of Issue	1 Nov 21
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Document Title : Sub-Stores Functions

**1. PURPOSE:**

To describe the functioning of the various sub-stores in terms of receipts, storage and issue of materials.

**2. SCOPE:**

This procedure is applicable for all materials supplied through the various sub-stores namely Cath-lab sub-store, Laboratory sub-store and Radiology sub-store.

**3. DEFINITIONS**

4.  
Nil

**5. RESPONSIBILITY**

The Coordinator Material Management is responsible for the monitoring the functioning of the various sub-stores.

The concerned department in-charge will have overall responsibility for the functioning of the respective sub-store.

The department staff assigned by the concerned department in-charge shall be responsible for receipts of goods, updating stock details and issue of items and billing.

**6. DESCRIPTION**

**6.1 Receipt of Materials**

The in-charge sub-stores shall raise a purchase indent, which shall be verified by the concerned department in-charge and approved by the Chief Administrative Officer.

The Surgical Store In-charge shall receive the materials transferred from the Central Receiving Stores / General Stores or central Pharmacy and verify items received against the online stock in the HIS.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Sub-Stores Functions			

Any discrepancies he shall immediately inform the Department In-charge and the Chief Administrator. The lot shall not be accepted unless appropriate action to resolve / reconcile the discrepancy is taken and approved by the Chief Administrator.

### Rejected / Non-Conforming Items

All non-conforming items shall be identified and stored separately. All such items shall be sent back to the Central Receiving Stores / Central Pharmacy, as soon as possible and stocks updated.

### 6.2 Storage

All received items shall be stored in the appropriate sections / cupboards.

All racks for used for storage shall be appropriately identified and labeled.

All items shall be stored as per the specified storage instructions. All items requiring refrigeration shall be stored in the refrigerator and details of this stock shall be maintained.

### 6.3 Expired and Damaged Items

Each sub-stores shall have a system of identification and segregation of expired and damaged items.


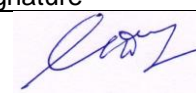
On the first week of every month the Stores in-charge shall identify all items nearing expiry. They shall be categorized into two – Three Month Expiry Items and One Month Expiry Items.

All items falling into the One month Expiry limit (except short expiry drugs) shall be removed to separate expiry shelves and arrangements made with Central Receiving Stores / Central Pharmacy for their return. Appropriate updates shall be made on stock positions in the HIS.

All items falling into three months expiry category shall be identified for priority use.

### 6.4 Issue of Materials

The sub-stores shall issue items as per the type of procedure / investigation or as requested by the technical staff.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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### 6.5 Operating Rules

The sub-stores shall be maintained as restricted stocks. No staff members other than the sub-store in-charge or department in-charge shall have access to the sub-stores.



The sub-store shall store the high value consumables and consignment items under separate locked cupboards and monitor their stocks regularly.

In case any items has to be obtained from the sub-store in an emergency the lock shall be opened in the presence of the night manager and details of the items taken detailed in a requisition slip counter signed by the night manager. The approval for the same shall be taken the next working day from the Department In-charge.

### 7. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-1	Stock Register – Cathlab Sub-Store	Manual	I/C Sub-store	NA	NA	1 Year
R-MAT-2	Stock Register – OT STORE	Manual	I/C Sub-store	NA	NA	1 Year
R-MAT-3	Stock Register – IVF STORE	Manual	I/C Sub-store	NA	NA	1 Year
R-MAT-4	Stock Register – LAB STORE	Manual	I/C Sub-store	NA	NA	1 Year

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.10
		Issue No	01
		Rev No.	00
		Date of Issue	1 Oct 19
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Document Title : Consignment Items			

### 1. PURPOSE:

To describe the receipt, tracking, storage, billing and return of items provided by suppliers on a consignment basis to the hospital.

### 2. SCOPE:

This procedure is applicable for all items received at consignment basis and stored and consumed at various areas like Surgical Stores, Cath Lab sub-stores etc.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The Chief Administrator is responsible for approving the receipt and return of consignment items.

The Coordinator Material Management is responsible for the monitoring the items received on consignment basis.



The respective stores / sub-stores in-charge is responsible for billing of the consignment items.

### 5. DESCRIPTION

The purchase department shall maintain and update the List of Consignment Items detailing Items Details, Supplier Details, Price etc.

The Central Receiving Stores shall receive items on a consignment basis based on Delivery Challan after due security check and seal. The user departments mainly Cath Lab, OT and Radiology shall be informed verbally on receipt of the items.

The concerned store / sub-store shall forward an Intra-office memo, based on which transfer of the items shall be made to the stores/sub-stores. Incase of emergencies the items may be issued after due acknowledgement of the Delivery Challan by the user department.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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Document Title : Consignment Items			

The Delivery Challans shall be filed supplier wise.

The departments on use of any items shall provide a Purchase Indent to the purchase department.

The purchase department shall raise a Purchase Order based on the requisition.

On receipt of the Purchase Order the supplier shall raise the Invoice for the item and forward the same to the central receiving stores.

The Stores Assistant shall enter the particulars of the Invoice and Delivery Challan in the computer and generate a Goods Receipts Note (GRN) and obtain printed copies of the same (1+2 Copies).

The Coordinator Materials Management shall attach the GRN, with the respective Delivery Challan and Invoice, sign and send the whole set to the Chief Administrator. Upon approval by the Chief Administrator the GRN and Invoice copies shall be forwarded to accounts department for payment. The Stores Assistant shall enter the particulars of the Invoice and Delivery Challan in the computer and generate a Goods Receipts Note (GRN) and obtain printed copies of the same (1+2 Copies).



The Chief Administrator shall verify the GRN, attach it with the DC / Invoice, sign and send the whole set to the Chief Administrator. Upon approval by the Chief Administrator the original GRN and Invoice copies shall be forwarded to accounts department for payment.

The details shall be entered in the Dispatch Register

If the user department rejects the item, the same shall be sent back to the supplier by canceling the Delivery Challan and the copy of the same shall be filed.

## 6. RECORDS

Record Code	Record	Format	Responsibility	Indexing	File No	Minimum Retention Period
R-MAT-04	GRN	Electronic / Print	Stores Asst.	Chronological	MAT / F01	1 Year
R-MAT-01	Purchase Indent	Manual	I/C Mat. Mgmt.	Chronological	MAT / F01 - PUR	1 Year



Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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R-MAT-02	Purchase Orders	Electronic/ Print	Purchase Asst.	Chronological	MAT / F02 - PUR	1 Year
R-MAT-07	Dispatch Ledger	Manual	Stores Asst.	Day wise	NA	1 Year
R-MAT-21	List of consignment Items	Manual	I/C Mat. Mgmt.	NA	NA	Permanent

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.11
		Issue No	01
		Rev No.	01
		Date of Issue	1 Nov 21
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Document Title : Inventory Control Practices			

### 1. PURPOSE:

To describe the various methods used by the material management system for control of inventory at various constituents of the system.

### 2. SCOPE:

This procedure is applicable for all stores and sub-stores of the hospital.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The Materials Management Committee is responsible for overall monitoring of the inventory management systems and conduct of specific procedures like periodic stock audit.



The Stores- in charge / department in-charges shall be responsible for implementing the various inventory management mechanisms as applicable to their respective stores / sub-stores.

### 5. DESCRIPTION

The primary aim of practicing various inventory control methods is to maintain the optimum level of inventory at the various stores; leading to reduction in materials costs and wastage of resources.

#### 5.1 Lead Time

Lead Time is the average duration of time in days between the placing of the order and receipt of the materials.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/5.11
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Document Title : Inventory Control Practices			

The stores in-charge receiving stores shall maintain the lead times for all materials stores in their stores and sub-stores. This shall be calculated taking into consideration both Internal Lead Time (time required for processing requisition, purchase formalities and issue of item from central receiving stores) and External Lead Time (time taken for placement of order and receipt of item).

The lead times shall be updated once in every six months. The materials management personnel shall strive to reduce the lead-time for all items by streamlining the purchase and material issue systems.

### 5.2 Minimum Stock Levels (MSL)

All stores, sub-stores, departments and emergency stocks shall maintain a MSL for important items like drugs, consumables, reagents, films and disposables.

This minimum stock levels shall be set in view of the pattern of consumption and also criticality of the items. (e.g. emergency & life saving drugs). The MSL shall be prominently exhibited in the relevant areas.

### 5.3 Re-order Levels

Re-order levels are defined as the stock levels at which fresh requisition / orders have to be placed.



All stores / sub-stores / stock areas shall maintain re-order levels for critical and fast moving items. This shall be arrived by multiplying the average daily consumption with the Lead-time and adding the minimum stock levels.

### 5.4 Economic Order Quantity (EOQ)

EOQ is defined as the size of the order, which minimizes total cost of carrying inventories and cost of ordering. This is essentially the fixed quantity of materials for which order has to be placed each time.

The purchase department shall work in coordination with the finance department to arrive at the optimal EOQ for all critical / fast moving / high consumption / high value items based on their annual consumption, carrying costs and order costs.

The MMC at the time of finalizing rate contracts / running contracts shall take into consideration the EOQ and frequency of supply for the item.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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### 5.5 ABC Analysis

ABC Analysis is a method of inventory analysis based on analysis of items based on cost (annual value of consumption). By analysis of total cost of various inventories it classifies into three groups known as A, B & C.

Based on ABC analysis an average pattern of percentage of items and percentage of their respective monetary value can be worked out as in table given below.

Item	Percentage of item	Percentage of Monetary Value
A	10%	70%
B	20%	20%
C	70 %	10%



The following criteria shall be used as guidelines control of the various types of inventory by the hospital.

#### For 'A' Category items, the following shall be followed

- Strict Control (Frequent stock verification)
- Accurate estimate of requirements (Annual estimate, EOQ, Order Frequency)
- Close monitoring
- MSL should be low
- High Management Control (Central monitoring, Stock Audits)

#### For 'B' Category items, the following shall be followed

- Moderate Control
- Purchase based on exact requirement (Annual estimate)
- Reasonably strict monitoring (Periodic planned stock verification)
- MSL should be moderate
- Management by middle level (Various stores in-charges)

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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**For 'C' Category items, the following shall be followed**

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- Ordinary control measures
  - Purchase based on user estimates (EOQ not mandatory)
  - Controls at stores & sub-stores level
  - MSL should be high
  - Management at user levels
- 

**5.6. Stock Verifications**

Physical verifications of the stock at each stores and sub-stores shall be done by the respective stores in-charge. The physical stock shall be compared with the stock as per the HIS. The discrepancies in stocks shall be recorded and analyzed.

The Coordinator Materials Management shall verify the monthly stock verification reports for all stores and sub-stores and forward it to the Chief Administrator.

The Hospital Administrator and the Coordinator Materials Management shall undertake periodic stock verifications at various stores. This may be confined to a store or category of items.



**5.6 Materials Management Audits**

The Materials Management Audit shall be conducted on a periodic basis by a team appointed by the Materials Management Committee.

The team shall be constituted by a representative of Hospital administration, Finance department and staff from other departments other than Materials Management.

The scope of the materials management audits shall cover but not confined to;

- Review of the existing purchasing & materials management practices
- Stock audits at stores, sub-stores and user departments.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

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- Review of adherence to inventory control practices by various units
- Scrutiny of purchase & stores records
- Identifying avenues for improvement.

The materials management audit team shall submit its report to the MMC; the findings of which shall be discussed in detail. The MMC shall analyse the findings and take appropriate actions.

The materials management audits shall be conducted minimum of three times an year and each stores shall be covered by the audit at least two times every year.

### 5.7 Stock Statements

All Stores / Sub-stores shall prepare a Monthly Stock Statement at the end of each month and shall copies of the same to the Chief Administrator and Chief Financial Controller by the 10<sup>th</sup> of the ensuing month.

### 5.8 Pricing Controls



The pricing for all materials billed by surgical stores, Cath. Lab sub-stores, Laboratory stores, radiology stores etc shall be verified periodically by the Chief Administrator and Chief financial Controller.


Incase of changes the pricing of the same the Coordinator Materials Management shall coordinate with the Finance / Accounts and the HIS departments to ensure the updating of the prices in the HIS.

## 6. RECORDS

Nil

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/51.2
		Issue No	01
		Rev No.	01
		Date of issue	1 Nov 21
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Document Title : Procedure for Condemnation			

### 1. PURPOSE:

To describe the process established for the condemnation of various material by the departments.

### 2. SCOPE:

This procedure is applicable to all condemnation of all type of materials by the various units of the hospital.

### 3. DEFINITIONS

Nil

### 4. RESPONSIBILITY

The Condemnation Committee (CC) is responsible for inspecting and approving the condemnation of the various items.

The Asst. Manager- Stores is responsible for receiving items identified by various units for condemnation and storing them till the CC approves them for Condemnation.



The unit in-charges are responsible for identifying various items for condemnation in their units, listing them and submitting / storing them for condemnation.


### 5. DESCRIPTION

The condemnation exercise provides an opportunity to remove from use and update stock of items like torn / damaged / old linen, obsolete and un-repairable equipment and instruments, broken furniture etc.

#### 5.1 Condemnation Committee

The condemnation committee shall be appointed for a period of one year by the CMD.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	

	<b>SAIDEEP HOSPITAL</b>  <b>MATERIALS MANAGEMENT</b>	Doc No	SDH/MMD/51.2
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The CC shall be constituted by at least 5 members drawn from various departments from the hospital and ideally chaired by the Hospital Administrator.

The CC shall conduct a condemnation exercise at least once every quarter.

### 5.2 Condemnation of Linen

The condemnation of torn and damaged linen shall be done through the laundry and linen distribution system. The laundry while processing of the unclean linen shall identify the tears and damages and replace them from the buffer stock.

The torn and damaged linen shall be first considered for mending by the tailor. In case these are beyond repair they shall be separated for condemnation and stored in an identified place at the laundry. A register shall be maintained at the laundry for the stock of such items.

### 5.3 Condemnation of Equipment & Medical Instruments



The equipment / instrument identified by the units for condemnation shall be first examined by the Bio-medical engineering and they shall approve that the item is beyond repair / un-usable. They shall identify the equipment through proper stickers for condemnation.

An intra-office note shall be raised by the concerned unit head to the in-charge of the Central stores detailing the items for condemnation. These shall be verified by the Chief Administrator.


The items shall be received by the Central stores and stocked in a separate area identified for condemned items.

### 5.4 Condemnation of Furniture and items

The furniture, wheel chairs, trolleys, structures etc identified by the units for condemnation shall be first examined by the Facility Maintenance Engineers and they shall approve that the item is beyond repair / un-usable. They shall identify the items through proper stickers for condemnation.

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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The items shall be received by the Central stores and stocked in a separate area identified for condemned items.

### 5.5 Condemnation Meetings

The CC shall notify all departments at least one week in advance before holding the condemnation meetings for the quarter.

Each unit is required to send in a list of their items they have identified for condemnation during the quarter including those already sent to Central stores for storage.

The condemnation committee shall visit each unit and discuss the reasons for condemnation and shall approve the condemnations based on the merit. The assistance of the Facility Maintenance and Biomedical engineers and other staff shall be sought where necessary.

At the end of the condemnation a consolidated list of condemned items shall be drawn up. A copy of the same shall be forwarded to the Finance Department for changes in the asset details and copies shall be forwarded to CMD for information.

### 5.6 Disposal of Condemned Items



The condemned items shall be sold of on second hand basis or salvage / scrap value by the Central Stores based on quotations. The Hospital Administrator shall be the approval authority for the process.

Those items like linen or wooden items that are not suitable for scrap sales shall be suitably destroyed through incineration.

## 6. RECORDS

Nil

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Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S.S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	