

Donation check record

Form | FLD-FRM-005

Document type	Form
Title	Donation check record
Document ID	{{facility.code}}-FLD-FRM-005
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 9 (Field Hospital), criterion 9.12
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the check of each donated medicine and item before use, and any withholding.

1. How to complete

- Check each item before use.
- Record any failed check and the action.
- Record disposal.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Item and quantity	Yes	☐	☐	☐	Action and who to tell
2	Source known and recorded	Yes	☐	☐	☐	Action and who to tell
3	Expiry date in range	Yes	☐	☐	☐	Action and who to tell
4	Storage condition met	Yes	☐	☐	☐	Action and who to tell
5	Approved for use	Yes	☐	☐	☐	Action and who to tell
6	Withheld (yes or no) and action	Yes	☐	☐	☐	Action and who to tell
7	Checked by and date	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on WHO classification and minimum standards for emergency medical teams (2013).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval