Organisation name Site or unit		REGISTER Licensed supplier and batch source register	
Document ID	PHA-REG-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 17** › **Registers and logs**

Register · PHA-REG-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 17.9

1. Purpose

Records each supplier's licence, checked before the first order, and the source of each batch dispensed.

2. How to complete

- Check and record each supplier's licence before the first order.
- Recheck the licence on its expiry date.
- Record the source of each batch, and quarantine any batch whose source cannot be shown.

3. Checks

Check	Entry
Supplier and licence number	Yes
Licence expiry and date checked	Yes
Batch number and source	Yes
Batch quarantined (yes or no)	Yes
Checked by	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Medication Without Harm guidance (2017) and the WHO Good storage and distribution practices (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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