Organisation name Site or unit		REGISTER Stock and expiry register	
Document ID	PHA-REG-004	**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-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 17.7

1. Purpose

Records the monthly stock count, expiry dates, removal of expired stock, and any shortage or substitution.

2. How to complete

- Count each item and record its expiry date.
- Remove expired stock and record it.
- Record any shortage and the substitution approved.

3. Checks

Check	Entry
Medicine and stock count	Yes
Expiry date	Yes
Expired stock removed (quantity)	Yes
Shortage and substitution (approved by)	Yes
Counted by and date	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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