Standard operating procedure (SOP) · PRO-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 11.2

At a glance

- Each product is verified for source, expiry and batch before use (PRO-FRM-002).
- Only licensed products from an approved supplier are used.
- Unlicensed or unverified products are quarantined and never used.
- Products are stored as the manufacturer requires (PHM-SOP-001).
- Stop and get help straight away if: an unlicensed or unverified product is used, or a product past expiry is used.

1. Purpose

To make sure every product is real, in date and stored correctly (11.2).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Products used in injection and procedure work must be real, in date and stored as the manufacturer requires. An unlicensed or expired product can cause harm that is hard to trace.

5. Responsibilities

Role	Responsibility	Competence
Pharmacist or supply lead	Verifies products and keeps the batch register	Pharmacist
Practitioner	Checks each product before use	Clinician

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Verify on receipt.

- Check source, expiry and batch on receipt, and record them on PRO-REG-001.

Key point: On receipt.

Step 2. Check before use.

- Check the product label against the record before each use.

Key point: Before each use.

Step 3. Quarantine.

- Quarantine any unlicensed or unverified product and record it.

Key point: Quarantine, never use.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Products with batch and expiry recorded before use	100%	Monthly	Pharmacist or supply lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
PRO-FRM-002	Product verification record	Record
PRO-REG-001	Product batch register	Register

17. Evidence

Reference	Note
E-009	Based on the ASF Expert Committee consensus and the WHO Guidelines for Safe Surgical Care and Safe Procedures (2009).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

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

E-learning for this document

- **Supplier Evaluation and Purchasing** (T-13)
- Medication Safety & Storage in Guest Facilities (MED-03)

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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