Policy · TRM-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 41.4

At a glance

- Each product has a known and licensed source (PHA-REG-003).
- Each product is labelled with its ingredients and warnings (TRM-REG-002).
- No product is presented with an unlicensed claim.
- Products from an unknown source are not supplied.
- Stop and get help straight away if: a product with an unknown source or no label is supplied to a patient.

1. Purpose

To make sure products supplied to patients are safe, traceable and honestly described (41.4).

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 or sold in traditional and complementary practice can contain undeclared drugs, heavy metals or allergens. Knowing the source and reading the label protects patients.

5. Responsibilities

Role	Responsibility	Competence
Service lead	Owns the sourcing and labelling standard	Clinical director
Product buyer	Buys only from licensed sources and checks labels	Service lead

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. Source.

- Buy only from licensed sources on the register (PHA-REG-003).

Key point: Sourced.

Step 2. Label.

- Check each product label for ingredients and warnings (TRM-REG-002).

Key point: Labelled.

Step 3. Check claims.

- Check each product and its advertising for unlicensed claims.

Key point: Checked.

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 source and label checked	100%	Quarterly	Service lead	Escalate to the clinical 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
TRM-REG-002	Product sourcing and labelling register	Register
PHA-REG-003	Licensed supplier and batch source register (existing)	Register

17. Evidence

Reference	Note
E-009	Based on the WHO Traditional Medicine Strategy 2014–2023, the WHO guidance on substandard and falsified medical products, and the ASF Hospital standard for informed consent and incident reporting.
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)

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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