

GOOD STORAGE PRACTICES FOR ART COMMODITIES

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I. Ensure security

- control access to storage areas
- use lockable cupboards/cabinets



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2. Use orderly arrangement

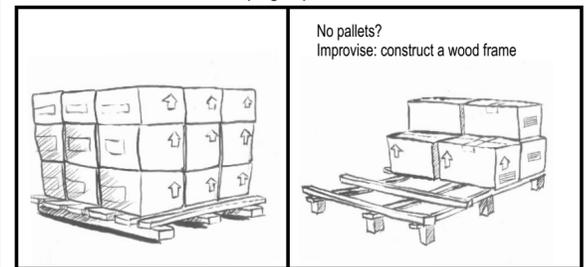
- provide sufficient shelving
- use a system for arranging eg: dosage form, alphabetically or by generic name.



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3. Use pallets for bulk products

- place bulky goods on pallets or shelves
- do not overstack to avoid crushing
- stack boxes in upright position



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4. Use Bin cards

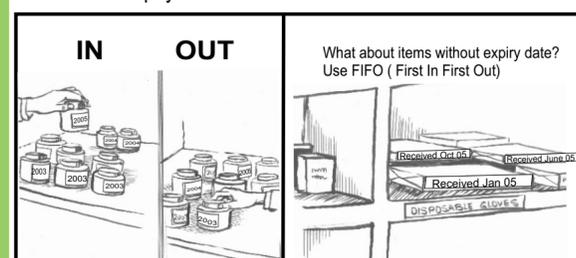
- maintain an updated bin card for every ART commodity
- place bin card next to the item



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5. Use FEFO for stock rotation

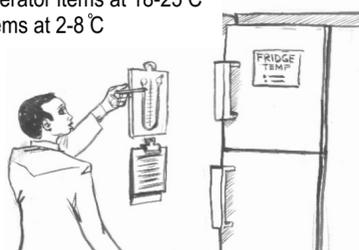
- Place medicines on the shelf according to "First Expiry First Out"



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6. Maintain appropriate temperature

- use minimum / maximum thermometer
- maintain a temperature log for fridge and storage room
- record temperature twice daily (fridge), once daily (room)
- maintain non-refrigerator items at 18-25 °C and refrigerator items at 2-8 °C



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9. Adhere to safety precautions

- keep functional fire extinguishers within easy reach
- maintain an easily accessible emergency exit
- prohibit smoking in the storage areas
- maintain a first aid kit within easy reach



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8. Remove unusable products from stock

- maintain documentation for unusable stock and update bin cards appropriately
- dispose unusable stock as per established procedure



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7. Control lighting and ventilation

- minimize direct light exposure
- allow air circulation between stock
- consider use of ventilation equipment eg. Fans

