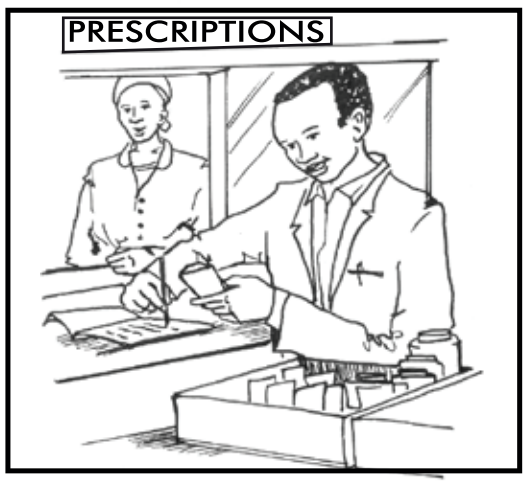
Good Record Keeping Practices-AUbranded.pdf 1 2/20/2018 4:33:40 PM

Republic of Kenya
MINISTRY OF HEALTH

GOOD RECORD KEEPING PRACTICES IN HEALTH COMMODITY MANAGEMENT

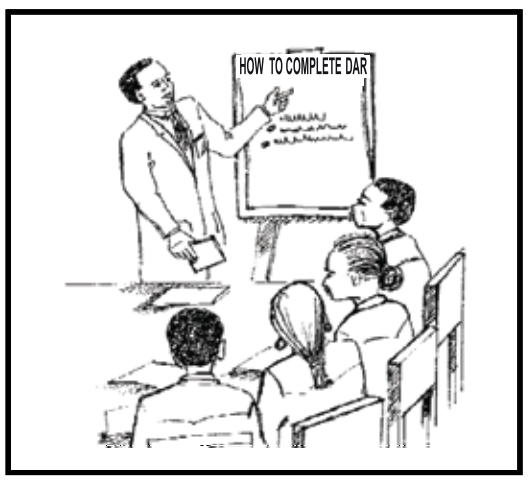
1 Ensure availability of forms and registers

- Keep inventory management tools at the point of use
- Request for tools from appropriate source on time to avoid stocks outs
- Improvise and photocopy where necessary



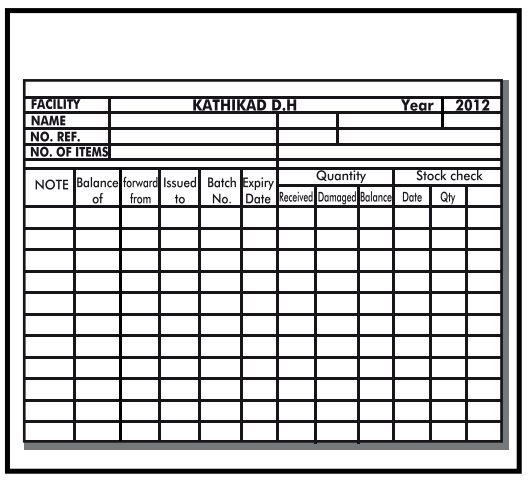
2 Keep records up to date

- Post transactions at the time of activity



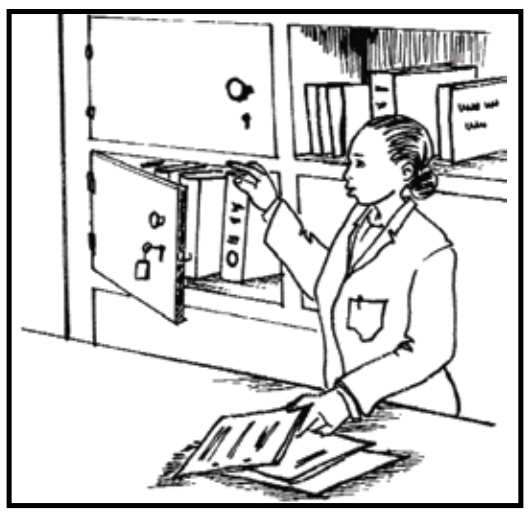
3 Ensure everybody knows how to use tools

- Train all staff on the job on use of the inventory management tools



4 Maintain accuracy

- Complete registers and forms appropriately (Do not leave gaps or unfilled spaces)
- Double check all entries



5 Store records appropriately

- File records chronologically for easy retrieval
- Maintain copies of all records/reports sent out
- Protect records from damage(water, fire, light)
- Ensure confidentiality

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