The Logistics Unit Policies and Standard Operating Procedures

The Logistics Unit Policies and Standard Operating Procedures (SOPs) establish comprehensive guidelines to ensure efficient, consistent, and secure management of logistical operations. These policies outline responsibilities, accountability, and compliance requirements for procurement, inventory management, transportation, and distribution processes.

SOPs provide detailed, step-by-step instructions for executing key tasks, such as receiving and storing supplies, dispatching shipments, maintaining accurate records, and responding to logistical emergencies.

Together, these policies and SOPs aim to optimise resource utilisation, minimise errors, enhance safety, and support organisational objectives by promoting transparency, coordination, and adherence to best practices across all logistical activities.

Policies of the Logistics Unit

1. Procurement Policy

- All procurement activities must adhere to the centre's established procurement procedures, ensuring transparency, fairness, and competitive bidding.
- Purchases should be based on approved budgets and justified needs, with priority given to quality, cost-effectiveness, and timely delivery.
- Suppliers and vendors must be evaluated and selected based on their reliability, compliance with standards, and previous performance.
- Emergency procurement procedures may be invoked in urgent situations, provided that proper documentation and approval are obtained.

2. Inventory Management Policy

- An accurate and up-to-date inventory record must be maintained for all supplies, equipment, and consumables.
- Regular stocktaking and audits should be conducted to prevent loss, theft, or spoilage.
- Inventory levels should be monitored continuously to ensure availability without overstocking or understocking.

- All items should be properly stored in accordance with safety and environmental standards, with clear labelling and organisation.

3. Maintenance Policy

- Regular preventive maintenance schedules must be established for equipment, facilities, and vehicles to ensure optimal performance and longevity.
- Maintenance requests should be documented and prioritised based on urgency and impact on operations.
- Only authorised personnel or approved contractors are permitted to carry out repairs and maintenance work.
- Maintenance records must be kept for all equipment and facilities to ensure accountability and facilitate future reference.

4. Transportation Policy

- Transportation services should be scheduled and managed efficiently to support research activities, clinical operations, and community outreach.
- Vehicles must be operated by trained and authorised drivers, adhering to traffic safety regulations.
- All transportation activities must be recorded, including vehicle usage, mileage, and the purpose of the trip.
- Regular maintenance and inspections of vehicles are essential to ensure safety and reliability.

5. Environmental and Safety Policy

- All procurement, storage, and handling of supplies must comply with safety and environmental standards to prevent accidents and contamination.
- Hazardous materials must be managed in accordance with safety regulations, with proper disposal procedures in place.
- Staff involved in logistics activities must receive appropriate training on safety protocols.

6. Compliance and Ethical Standards

- All logistics operations must comply with relevant local and international laws, regulations, and organisational policies.
- Transparency, accountability, and ethical conduct are mandatory in all procurement, inventory, maintenance, and transportation activities.

- Any conflicts of interest or irregularities must be reported immediately to the relevant authorities.

7. Continuous Improvement Policy

- The Logistics Unit shall regularly review and update policies and procedures to improve efficiency, cost-effectiveness, and service quality.
- Feedback from end-users and stakeholders should be incorporated into process improvements to ensure effective implementation.

Standard Operating Procedures (SOPs)

The Logistics Unit

The Procurement SOP

Objective:

Ensure transparent, fair, and efficient procurement processes.

The Steps:

1. Identify needs and prepare a detailed procurement request with specifications.
2. Obtain approval from the designated authority based on the budget.
3. Issue tenders or Request for Quotations (RFQ) to approved vendors.
4. Evaluate bids based on quality, price, reliability, and compliance.
5. Select the best vendor and prepare a purchase order.
6. Obtain necessary approvals and issue the purchase order.
7. Receive goods/services, inspect for quality, and document receipt.
8. Make payment upon verification of delivery and quality.

Emergency Procurement:

- Initiate only with documented justification.
- Obtain immediate approval from authorised personnel.
- Record all actions for accountability.

2. Inventory Management SOP

Objective:

Maintain accurate, organised, and up-to-date inventory records.

Steps:

1. Record all incoming supplies, equipment, and consumables in the inventory system.
2. Store items in designated, labelled locations in accordance with safety standards.
3. Conduct monthly stock counts and reconcile with inventory records.
4. Monitor stock levels continuously and reorder before stock levels run low.
5. Remove obsolete or damaged items according to disposal policies.
6. Generate inventory reports periodically for management review.

3. Maintenance SOP

Objective:

Ensure equipment and facilities are maintained to support operational efficiency.

Steps:

1. Develop a preventive maintenance schedule for all equipment and facilities to ensure optimal performance and longevity.
2. Submit maintenance requests through a standardised form specifying urgency and details.
3. Prioritise requests based on impact on operations.
4. Assign tasks to authorised personnel or approved contractors.
5. Perform maintenance and record details (date, work done, parts used).
6. Review maintenance logs regularly to identify recurring issues and plan future maintenance accordingly.

4. Transportation SOP

Objective:

Manage transportation efficiently, safely, and reliably.

Steps:

1. Schedule transportation needs in advance, aligning with operational priorities.
2. Assign vehicles to trained, authorised drivers.
3. Log all vehicle usage, including date, purpose, mileage, and driver details.
4. Conduct routine vehicle inspections and servicing as per schedule.
5. Address maintenance issues promptly to ensure safety.
6. Report and document any incidents or accidents immediately.

5. Environmental and Safety SOP

Objective:

Ensure safe handling, storage, and disposal of supplies, especially hazardous materials.

Steps:

1. Store materials according to safety standards, with proper labelling.
2. Handle hazardous materials following safety regulations.
3. Use appropriate PPE during handling and storage.
4. Dispose of waste, especially hazardous waste, following environmental protocols.
5. Conduct safety training sessions for logistics staff.
6. Report safety incidents or environmental hazards immediately.

6. Compliance and Ethical Standards SOP

Objective:

Uphold legal, ethical, and organisational standards.

Steps:

1. Follow all relevant laws, regulations, and policies during operations.
2. Maintain transparency in procurement, inventory, and maintenance activities.
3. Report conflicts of interest or irregularities to management promptly.
4. Conduct regular audits to ensure compliance.
5. Maintain confidentiality of sensitive information.

7. Continuous Improvement SOP

Objective:

Regularly enhance logistics processes for efficiency and effectiveness.

Steps:

1. Review existing policies and procedures quarterly.
2. Collect feedback from staff and stakeholders post-activities.
3. Identify areas for improvement and develop action plans.
4. Implement updates after management approval.
5. Monitor outcomes and adjust practices as needed.

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