

 health Department: Health REPUBLIC OF SOUTH AFRICA		Effective Date:[STARTING DATE]
	Replenishment Management	Next Revision [REVISION DATE]

STANDARD OPERATING PROCEDURE – COVID-19 VACCINE REPLENISHMENT PROCESS


INSTITUTION	National Department of Health		
SECTION	COVID-19 Vaccination – Replenishment Management		
OBJECTIVE	<ul style="list-style-type: none"> - To provide guidance to Primary Distribution Sites and or Primary Vaccination sites on the process to replenish their COVID-19 vaccines stock - Optimise the availability of COVID-19 vaccines at vaccination sites and minimise the incidence of stock-outs 		
SCOPE	- Replenishment of COVID-19 Vaccines		
COMPILED BY		ORIGINAL DATE:	
AUTHORISED BY			
DEFINITIONS	<ul style="list-style-type: none"> - Allocation quantities means the vial count made available to a single province and or Health Establishment when the total demand exceed supply. - Current Stock Level for Ancillaries and Diluent means the individual stock item count in the main storage location or bulk storage area at the close of business weekly. - Current Stock Level for Vaccines means the vial count in the main storage location (cold room/freezer/refrigerator) at close of business daily. - Delivery Schedule means a schedule defining the quantity (as calculated per expected vaccinees plus buffer) of vaccines to be delivered from the primary distribution site or national distributor to a delivery site. - Distribution Site means a depot, sub-depot, wholesale pharmacy, distributor or hospital which stores and distributes vaccines to vaccination sites and does not provide vaccination services to clients. - Health Establishment means the whole or part of a public or private institution, facility, building or place, whether for profit or not, that is operated or designed to provide inpatient or outpatient treatment, diagnostic or therapeutic interventions, nursing, rehabilitative, palliative, convalescent, preventative or other health services. - Order Requisition means an internal source document in which the demander is requesting permission to procure goods or services. It lists the type of goods, quantity and price. - Primary Vaccination Site means a place at a health establishment where vaccination services may be provided. - Private Sector means the part of the economy that is run by individuals and companies for profit and is not state controlled. It includes all for-profit businesses not owned or operated by the government. - Public Sector means governments and all publicly controlled or publicly funded agencies, enterprises, and other entities that deliver public programmes, goods, and services. - Purchase Order means a commercial source document issued by a requesting entity when placing an order with its suppliers, the document acts as a contract between the 		

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	<p>demand and the supplier and indicates details such as the types of goods, quantity, and price.</p> <ul style="list-style-type: none"> - Replenishment quantities means the requested quantities to meet current demand. - Stock Visibility System Covid-19 refers to a mobile & desktop application and web-based management tool used at health establishments and vaccination sites to capture stock level data for the Covid-19 vaccines and related ancillary items that enables proactive inventory and supply chain management. - NHPVS refers to the web-based Covid-19 vaccine ordering platform where public and private sector entities such as primary distribution and vaccination sites can place orders for COVID-19 vaccines
ABBREVIATIONS	<ul style="list-style-type: none"> - B4SA: Business for South Africa - ESMS: Electronic Stock Management System - GRV: Goods received voucher - HE: Health Establishment - NDoH: National Department of Health - PO: Purchase Order - SAD: Supply, allocation, and distribution - SOH: Stock on Hand - SVS: Stock Visibility System - WMS: Warehouse Management System - NHPVS: National Health Public Vaccine System
POLICIES, REFERENCES, SOURCE MATERIAL	<ul style="list-style-type: none"> - Provincial medicine supply management policy and/or supply chain prescripts (as applicable) - Pharmacy Act 53 of 1974 - Medicines and Related Substances Act 101 of 1965 - Good Pharmacy Practice rules published in terms of the Pharmacy Act 53 of 1974 - National Environmental Management: Waste Act 59 of 2008 - National Environmental Management Act 107 of 1998 - Hazardous Substances Act 15 of 1973 - South African National Department of Health. National Health Act 61 of 2003 - NDoH Covid-19 Vaccines SVS Training Guide
RELATED SOPs	<ul style="list-style-type: none"> - Confirmation of Registration - End of day vaccination site closure procedure - HE COVID-19 Replenishment process - Procedure for routine monitoring of vaccine handling - Procedure to receive Janssen COVID-19 / Comirnaty vaccines
PRINCIPLES	<ul style="list-style-type: none"> - All distribution and vaccination sites storing vaccine overnight are required to report their stock levels as follows on SVS:

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	<ul style="list-style-type: none"> i. Vaccines: close of business daily ii. Ancillary items & diluent: weekly (preferably close of business on a Friday) <p>This will assist the planning team to monitor availability and supply planning.</p> <ul style="list-style-type: none"> - Private sector sites are not expected to report on ancillary items. Private sector sites need to report vaccine and diluent stock levels only. - Distribution and vaccination sites without mobile devices need to download, install and self-enrol the desktop version of the SVS application. - All distribution and vaccination sites must adhere to the minimum standards for effective medicine supply and replenishment management including procurement, receipt, storage and disposal of medicines in line with the applicable legislation. - Where possible the ordering process must be facilitated, completed and documented using the electronic stock management in place or in conjunction with the stock cards (as guided by the Supervising Pharmacist). - For resupply calculations, consumption data must be updated daily at the end of the day i.e., current stock level, stock received, stock lost, stock issued, and stock transferred. To ensure data quality, all fields must be updated as is relevant with each data submission. - At any time, the balance on SVS /stock cards should reflect the actual quantity in stock. - For the public sector, allocation of vaccine stock will be determined by the NDOH based on the target population; % of target population requiring vaccination and vaccine stock available. - For the private sector, allocation of vaccine stock to the various groups will be managed by workstreams within B4SA. - The cut-off time for public sector orders is 16h00 on Wednesdays, and 12h00 on Thursdays for the private sector. Unless a special arrangement has been made, orders received after this cut-off time will be processed in the new week. - For equitable allocation of stock nationally, order quantities must not exceed the allocated stock. - Vaccine shipments to the distribution sites / health establishments / primary vaccination sites will be distributed on a predetermined delivery schedule. - The required cold chain equipment must be present at all sites storing vaccines. - Provinces / Private Sector groups must share details of the designated Vaccine Procurement and Logistics Coordinators that review allocations and generate POs with the SAD team.
FUNCTIONAL ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> - Provincial Vaccine Procurement and Logistics Coordinators - Private groups Vaccine Procurement and Logistics Coordinator - SAD team
TOOLS/ MATERIALS/ EQUIPMENT	<ul style="list-style-type: none"> - ESMS (SVS/ WMS) - Order requisition forms - NHPVS: National Health Public Vaccine System
SAFETY WARNINGS	<ul style="list-style-type: none"> - N/A

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MONITORING AND EVALUATION	- TBD
RECORD KEEPING	- Procurements records (e.g. order requisitions / POs / GRVs) must be kept for a period of five year

1. PROCEDURE

No	PROCEDURE	RESPONSIBLE
	This Standard Operating Procedure (SOP) consists of the following sections: 1. Generation of orders 2. Confirmation of delivery schedule 3. Recording of stock ordered	
1	Generation of orders	
1.1	<i>In a vaccine supply constrained environment, use the allocation quantities shared by the SAD team to guide HEs in the calculation of vaccine replenishment quantities for a supply period</i>	Vaccine Procurement and Logistics Coordinator
1.2	Review the SOH at distribution sites and vaccination sites, EVDS vaccination queue, and any other related parameters i.e. fridge capacity to calculate the replenishment quantities	Primary Vaccination / Distribution sites
1.3	Determine the replenishment quantities for each site. The following parameters may be considered: <ul style="list-style-type: none"> • Allocation quantities as shared by NDoH • Site capacity • EVDS queue • Wastage factor • Walk ins 	Primary Vaccination / Distribution sites
1.4	Request sufficient quantities of vaccines to get the stock on hand quantity back up to a maximum / reasonable level to meet demand in line with the allocated stock quantities	Primary Vaccination / Distribution sites
1.5	Follow standard order requisition process and complete necessary details and documentation	Primary Vaccination / Distribution sites
1.6	Consolidate order requisitions for the primary distribution and vaccination sites in your responsible area	Vaccine Procurement and Logistics Coordinator
1.7	Use the NHPVS system to submit orders to the National Department of Health in accordance with the ordering schedule and cut off times. Clearly indicate the vaccine details and requested quantities, order number per facility and per vaccine type	Vaccine Procurement and Logistics Coordinator
2	Confirmation of delivery schedule	

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2.1	Receive notice of delivery schedule i.e. date and time, quantity, name of courier and where applicable a tracking number.	SAD
2.2	Receive confirmation of delivery from the distributor	National distributor
2.3	Confirm delivery	Vaccine Procurement and Logistics Coordinator
3	Recording Stock Ordered	
3.1	<p>For the public sectors, once orders have been generated, placed and completed, ensure the following fields have been captured on the stock management systems:</p> <ul style="list-style-type: none"> • Date order placed, • Order number, • Quantity ordered, • Establishment the stock is being requested from (e.g. depot or national distributor), • Quantity received; and • Initials/signature of individual ordering vaccines. 	Provincial Vaccine Procurement and Logistics Coordinator

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ANNEXURES	
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1. REVISION DATA

Revision No	Pages	Revision Details	Date	Approved

TRAINING REQUIRED • Training to be conducted post SOP sign-off and prior to the effective date as per above • Training to be administered to relevant responsible parties after each SOP revision	
Trainees	Type of training

2. SOP AUTHORISED

	Name	Signature	Date
Compiled by			
Checked by			

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