

	DOCUMENT NAME	DOCUMENT NUMBER
	BASIC MEDICAL SUPPLIES AVAILABILITY CHECKLIST	

Assessment Type: Observation

Risk Rating: Vital Measure



Instructions:

- Observe each listed item to determine if it is:
 - Available, and
 - Not expired (where applicable).
- Score **1** if both conditions are met.
- Score **0** if the item is missing or expired.
- Use "**N/A**" for items not applicable to the practice scope.
- Record the **name and expiry status** of any non-compliant item.



Checklist Table

No.	Medical Supply Item	Score (1/0/N/A)	Comment (e.g., expiry date, missing item)
1.	Non-sterile gloves		
2.	Sterile gloves		
3.	Disposable gowns/aprons		
4.	N95 / KN95 / FFP2 respirators		
5.	Oxygen mask/reservoir/nasal cannula		
6.	Nebuliser mask (Adult)		
7.	Nebuliser mask (Paediatric)		
8.	Intravenous cannula		
9.	Intravenous admin set		
10.	Suture material		
11.	Basic dressing pack		
12.	Scalpel blades		
13.	Disposable eye patches		
14.	Gauze swabs		
15.	Cotton wool balls		
16.	Bandage crepe		
17.	Alcohol swabs		
18.	Syringes		
19.	Needles		
20.	Plaster roll / Surgical tape		

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No.	Medical Supply Item	Score (1/0/N/A)	Comment (e.g., expiry date, missing item)
21.	Spatula		
22.	Lancets		
23.	Blood glucose strips		
24.	Urine dipsticks		
25.	Pregnancy tests		
26.	Urine specimen jar/flask		
27.	Vacutainer tubes		
28.	Venepuncture needles		
29.	Vacutainer holder		

30. Pap smear materials

Scoring Summary

Total Score Max Possible Score (Excl. N/A) Compliance %

Additional Notes:

- Expiry dates should be clearly visible and not within 30 days of expiry.
- Supplies should be stored in a **clean, dry, and organized** environment.
- If any critical items are missing or expired, flag for immediate procurement.

Auditor Name & Title: _____

Signature: _____

Date: _____