



Hospital Supply Chain Inventory Checklist Template

 Show only Checklist

Display Style
Default 

Initial Setup & Receiving

Verifies proper procedures for initial receipt and entry of inventory.

Receiving Date

Enter date...

Purchase Order Number

Enter a number...



Receiving Method (e.g., Truck, Courier)

- Truck
- Courier
- Internal Transfer

Quantity Received

Enter a number...

Condition Upon Arrival (e.g., Good, Damaged)

- Good
- Damaged
- Acceptable with Exception

Condition Notes (if damaged or exception)

Write something...

Verification by (Receiving Staff)

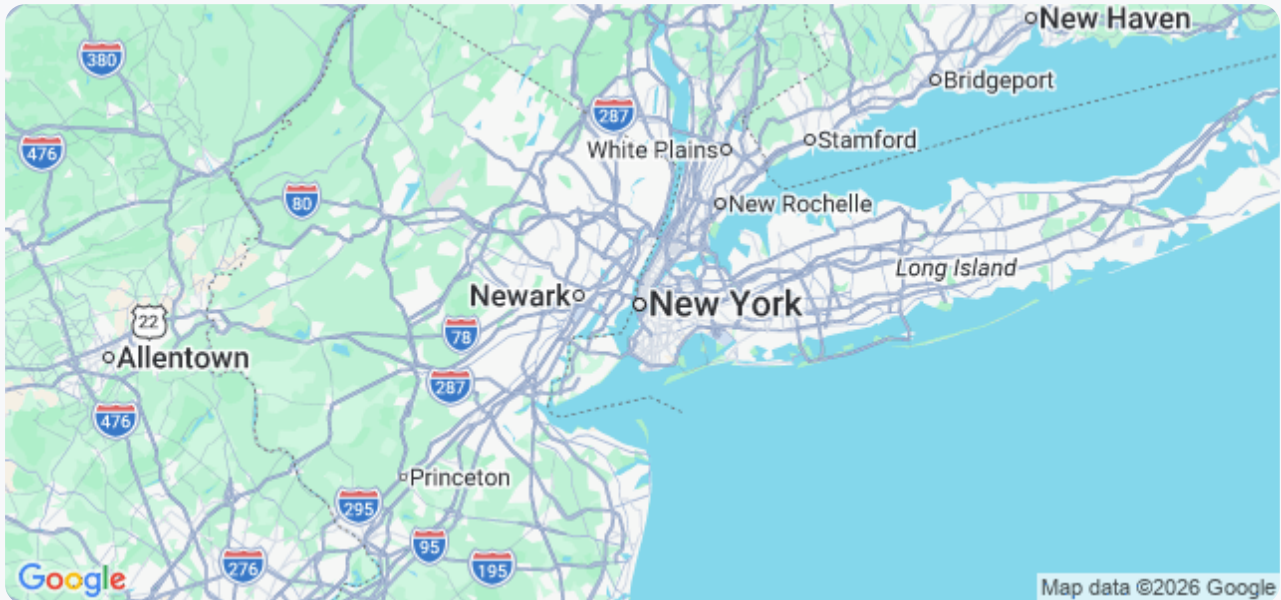
- Staff Member 1
- Staff Member 2

Location Verification

Confirms inventory is stored in designated and accurate locations.

Aisle Number

 [Set My Current Location](#)



Bin Number

Enter a number...

Designated Location Confirmed?

- Yes
- No
- N/A

If No, Corrected Location (if applicable)

Write something...

Notes on Location (e.g., overcrowding, improper storage)

Write something...

Proper Storage Conditions?

Yes

No

N/A

Quantity Validation

Compares physical counts to system records for accuracy.

System Quantity

Enter a number...

Physical Count

Enter a number...

Quantity Variance

Enter a number...

Unit of Measure

- Each
- Box
- Case
- Roll
- Gallon
- Pound

Explanation of Variance (if any)

Write something...

Variance Type

- Overcount
- Undercount
- No Variance

Date of Count

Enter date...

Expiration Date/Lot Number Tracking

Ensures proper tracking and management of expiration dates and lot numbers.

Expiration Date

Enter date...

Lot Number

Write something...

Quantity Expiring Soon (within 30 days)

Enter a number...

First Expiring Item?

Yes

No

Notes on Expiring Items (e.g., quarantine status)

Write something...

Lot Number Verified?

Yes

No

Condition Assessment

Evaluates the physical condition of inventory (damage, sterility, etc.).

Quantity Damaged/Lost

Enter a number...

Packaging Integrity

- Intact
- Compromised
- Severely Damaged

Sterility Status (if applicable)

- Sterile
- Non-Sterile
- Unknown

Detailed Description of Condition Issues

Write something...

Evidence of Pest Infestation?

Yes

No

Unsure

Attach Photos of Damaged Goods

 Upload File

Temperature Reading (if temperature sensitive)

Enter a number...

System Data Reconciliation

Reconciles physical inventory counts with the inventory management system records.

System Quantity of Item A

Enter a number...

Physical Count of Item A

Enter a number...

Quantity Variance (System - Physical)

Enter a number...

Variance Explanation

- Data Entry Error
- Misplaced Inventory
- Theft/Loss
- System Issue
- Other

Detailed Explanation of Variance

Write something...

Resolution Status

- Resolved
- In Progress
- Pending Investigation

Resolution Date

Notes on Reconciliation

Documentation & Reporting

Confirms accurate documentation of findings and any discrepancies.

Audit Date

Audit Start Time

Audit End Time

Summary of Findings

Write something...

Total Items Counted

Enter a number...

Number of Discrepancies Found

Enter a number...

Report Status

- Draft
- Submitted
- Approved

Supporting Documentation (Photos, Scans)

 Upload File

Auditor Signature

Corrective Actions

Tracks implemented corrective actions for identified issues.

Description of Discrepancy

Write something...

Quantity Adjustment Required

Enter a number...

Root Cause Category

- Data Entry Error
- System Glitch
- Theft/Loss
- Process Breakdown
- Other

Date of Corrective Action Planned

Enter date...

Details of Corrective Action Taken

Write something...

Corrective Action Responsibility

- Inventory Manager
- Data Entry Clerk
- Procurement Team
- IT Department

Date of Completion

Enter date...

Notes/Comments

Write something...

Security & Access Control

Verifies secure inventory storage and appropriate access controls.

Access Granted via:

- Keycard
- Password
- Biometric Scan
- Combination

Number of Authorized Personnel

Enter a number...

Visitor Access Protocol Followed?

Yes

No

N/A

Last Access Control System Audit Date

Enter date...

Notes/Observations on Security Measures

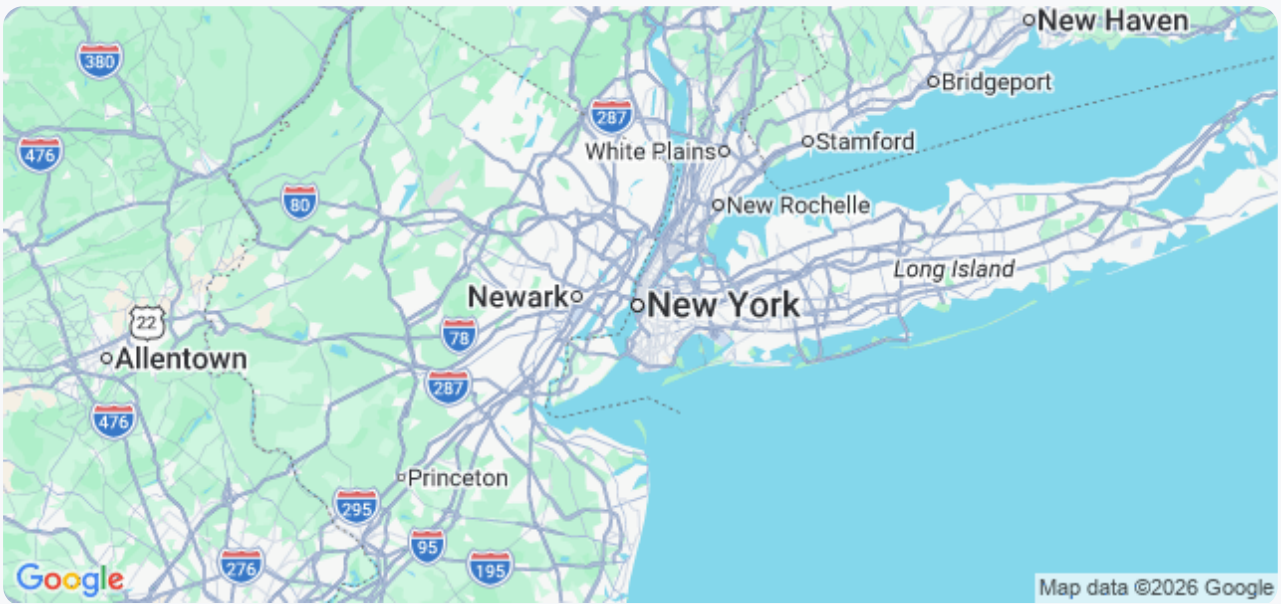
Write something...

Security Cameras Operational?

- Yes
- No
- Partial

Location of Security Log Book

 [Set My Current Location](#)



Regulatory Compliance

Confirms adherence to relevant regulatory requirements (e.g., FDA).

Applicable Regulations (Select All)

- FDA (Food and Drug Administration)
- HIPAA (Health Insurance Portability and Accountability Act)
- USP (United States Pharmacopeia)
- State-Specific Regulations
- Joint Commission Standards

USP Version (if applicable)

Enter a number...

Last Regulatory Audit Date

Enter date...

Summary of Findings from Last Regulatory Audit


Write something...

Deviation Report Filed (Y/N)

Yes

No

Supporting Documentation (e.g., Audit Reports)

 Upload File

Comments/Notes Regarding Regulatory Compliance

Write something...