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| Purpose | * To physically inspect the materials (Medical &Non medical) for condemnation along with the user department. * To discuss on the alternative use of the item. * To take decision in case the items need to be back charged to vendor, supplier or contractor. * To determine the resale value of the materials and maintain proper document. |
| Scope | Centre Wide |
| Responsibility | All employees working in centre |
| Prepared by | Quality Team,HWC ………..  Signature: |
| Approved By | Community Health Officer I/C, HWC ……….  Signature: |
| Issued By | Community Health Officer I/C, HWC ……………..  Signature: |
| Responsibility of updating | Quality Team, HWC …………..  Signature: |

**AMENDMENT SHEET-1**

*(All midterm amendments need to be documented here. Additional pages may be used, if required.)*

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| **Amendment Log Sheet** | | | | | | |
| **S.No.** | **Page No.** | **Para/ Line** | **Date of Amendment** | **Amendment made**  **(Refer amendment sheet for detailed amendment)** | **Reason for Amendment** | **Authorized by** |
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#### Function:

* To physically inspect the materials (Medical &Non medical) for condemnation along with the user department.
* To discuss on the alternative use of the item.
* To take decision in case the items need to be back charged to vendor, supplier or contractor.
* To determine the resale value of the materials and maintain proper document.

**Condemnation Committee of HWC ……… :**

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| **Designation in Organization** | **Designation in committee** |
| Senior Medical Officer I/C Block CHC | Nodal Officer |
| Community Health Officer | Member |
| ANM | Member |
| MPW (Male) | Member |

The constitution of the Committee with the above members in a Hospital may vary subject to the availability of respective posts, which may be decided by the head of the institution. In smaller institution where a condemnation Committee cannot be constituted, the head of the institution is permitted to inspect the articles and approve the condemnation, subject to obtaining the inspection report on the irreparable state of the articles from the technical expert as mentioned above.

* The Condemnation Committee meet annually once and complete the condemnation of all the unused items.
* Wherever buy-back policy for equipment is offered, the committee consider the same before approving the condemnation.
* All items, empty containers of drugs and dressings that are found to be unserviceable inwards returned to community health officer. The officer-in-charge take steps to condemn them which are beyond repairs.
* Linen items which are worn out due to wear and tear in the centre be listed out and consolidated by the CHO and placed before the condemnation committee for its approval.