

**11D PAM 1-201
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Medical	CHAPTER: 5 SECTION: C	DATE OF REVISION: 1 SEP 02
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PROPONENT/PHONE NO: Division Surgeon 350-3334/3329	PROGRAM/ACTIVITY/TOPIC (PAT) Supply and Equipment	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A: References:</p> <ol style="list-style-type: none"> 1. AR 40-2, Mar 83, Army Medical Treatment Facilities, General Administration. 2. AR 40-4, Jan 80, Army Medical Department Facilities/Activities. 3. AR 40-5, Oct 90, Preventive Medicine. 4. AR 40-61, Jan 95, Medical Logistics Policies and Procedures. 5. AR 220-1, Sep 97, Unit Status Reporting. 6. AR 710-2, Oct 97, Inventory Management Supply Policy Below the Wholesale Level. 7. AR 725-50, Nov 95, Requisitioning, Receipt, and Issue System. 8. AR 735-5, Jan 98, Policies and Procedures for Property Accountability. 9. AR 750-1, Jul 96, Army Materiel Maintenance Policy and Retail Maintenance Operations. 10. DA Pam 710-2-1, Dec 97, Using Unit Supply System (Manual Procedures). 11. DA Pam 710-2-2, Sep 98, Supply Support Activity System: Manual Procedures. 12. DA Pam 738-750, Aug 94, Functional Users Manual for The Army Maintenance Management System (TAMMS) 13. DA Pam 750-35, Aug 94, Guide for Motor Pool Operations. 14. DLAI 4145.25 (AR 700-68), w/ Encl 1 & 2, Jun 00, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders. 15. Division Medical Supply Office (DMSO) Quality Control Directives. 16. Division Medical Supply Office (DMSO) External SOP, Jul 2000 and Authorized Stockage List (ASL). 17. TB Med 1, Jun 81, Storage, Preservation, Packaging, Packing, Maintenance and Surveillance of Material: Medical Activities. 18. TB Med 2, May 87, Sterilizing Medical Surgical, Dental and Veterinary Material. 19. Current SB 8-75 Series, Army Medical Department Supply Information, (12 Months). 20. Current SC Series, Medical Equipment Set (MES) (All authorized MTOE MES's and SKO's SC's must be available). 21. Current Unit MTOE for Medical Personnel and Equipment. 22. CTA 8-100, Aug 94, Army Medical Department expendable/durable items. 23. USAREUR Suppl. 1 to AR 40-2, Apr 92, Army Medical Treatment Facilities, General Administration. 24. V Corps Reg 40-2, Nov 94, Medical Quality Assurance. 25. Memorandum of Agreement between 1st Infantry Division and Wuerzburg MEDDAC, Apr 96, Subject: Workload Reporting and Class VIII Medical Support for garrison use. 		
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ITEM	GO	NO-GO
<p>B. Specific Questions:</p> <ol style="list-style-type: none"> 1. Does the medical company/platoon/section maintain proper accountability for medical supplies and equipment through the following: <ol style="list-style-type: none"> a. Identify location of medical components in medical chests (AR 40-61, current IID packing list, Apr 2000 (or later) and Letter of Instructions)? b. Is all authorized and required medical material as listed on current MTOE, Unit Assemblage List and IID packing list either on-hand or properly requisitioned (AR 40-61, Chapter 5-5-d(1) and Chapter 4-3a, CTA 8-100, IID packing list, MTOE) (Company/platoon/section MTOE gives authorization)? c. Does the unit have all authorized components of medical sets, kits and outfits (SKO's)? (AR 40-61, Chapter 4-3(a)) d. Is excess equipment medical materiel promptly identified, reported, and disposed of IAW current regulations and policies (AR 40-61, Chapter 3-48-b1)? e. Is medical materiel properly hand receipted to establish accountability and prevent unnecessary losses [current primary and sub-hand receipt (user level) must be available]? (AR 40-61 and AR 735-5, DA PAM 710-2-1 Chapter 5-3a – 3b and AR 40-61 Chapter 4-29(c)) f. Are current component lists, hand receipt annexes, and/or shortage lists maintained (DA PAM 710-2-1, Chapter 6-1a – 1(e))? g. Are packing lists maintained for medical chests, medical assemblages, and medical equipment sets (AR 735-5, Chapter 7-6c and 7-7(b)3)? h. Are inventories of medical assemblages (SKO's) components conducted every 6 months (AR 40-61, Chapter 5-6(2))? i. Does the unit compute and maintain on file the C-level rating for each assemblage based on the percentage (%) of all ARC Nonexpendable (N), Durable (D), and Expendable (X) National Stock Number (NSN) lines that meet a 75% on hand standard (AR 40-61 Chapter 5-13a – 13c, Chapter 5-14a – 14g and Appendix E1-E2)? j. Is the Customer Reorder List for expendable Class VIII supplies being properly maintained using the latest UA listing (AR 40-61, Chapter 3-41 (b)2)? k. Are book sets kept current on a yearly basis as revised component listing are published in the SB-8-75 series (SB-8-75-S9, Chapter 1-4)? l. Has the unit commander established a formal program for reviewing the consumption of durable medical items and are reviews conducted every 3 months (AR 40-61)? m. Is the units' copy of DA Form 1687 (Notice of Delegation of Authority Receipt of Supplies) current (DA PAM 710-2-1 Chapter 2-32a , 32b, 32f(1) – 32f (3), AR 40-61 Chapter 5-41(f))? 		

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<p>n. Does the Medical company/platoon/section supply representative maintain a current DA Form 2064 (Document Register for Supply Actions) to support the request for expendable and durable medical supplies (AR 40-61, Chapter 3-41(c))?</p> <p>2. Does the medical company/platoon/section provide quality control of medical materiel by:</p> <p>a. Protecting medical supplies from contamination or deterioration by heat or freezing (AR 40-61, Chapter 2-14© - 14(e) and Chapter 2-14 (a), 4-5)?</p> <p>b. Having medical and surgical instruments properly cleaned, packaged, autoclaved, dated, and stored (TB Med 2, Chapter 8(a)(b) and Chapter 9(a)(b))?</p> <p>c. Maintaining an up-to-date potency data file on DA Form 4998-R (Quality Control and Surveillance Record for TOE Medical Assemblage Card) (or automated equivalent) for all expendable and durable potency dated items and check this with all MMQC messages received (AR 40-61, Chapter 5-6(2)b)?</p> <p>d. Rotating potency dated items within 6 months of expiration date through local MTF or turned into DMSO (AR 40-61, Chapter 2-14(d)1)?</p> <p>e. Managing Quality Control Directives IAW IID DMSO SOP and Army regulations (AR 40-61, Chapter 2-12(a-c))?</p> <p>f. Properly disposing of, marking, and storing outdated medical material IAW DMSO guidance and current SB Series(AR 40-61 and MMQC Messages, Chapter 2-14A(4-5))?</p> <p>g. Demonstrating a current letter of Agreement with DMSO pertaining to storage of controlled medical items:</p> <p>(1) Are all code "R" and "Q" medical items inventoried monthly by a disinterested officer, appointed on orders, and the inventory documented on DA Form 3862 (Controlled Substance Stock Record)? (AR 40-61, Chapter 3-59(b))?</p> <p>(2) Are controlled items (narcotics, syringes, needles) properly secured, stored and controlled (AR 40-61, Chapter 3-59(a))?</p> <p>(3) Are rigid sharps containers used to properly dispose of needles, syringes, and other sharps (AR 40-5, Chapter 11-7(e)1)?</p> <p>3. Does the medical company/platoon/section have procedures/documentation (should be include in garrison and field SOP) on hand for the handling of bio-hazardous waste and hazardous materiel clearly established (AR 40-5, Chapter 4-9(d)2)?</p> <p>4. Are oxygen tanks stored properly, (AR 700-68), to include:</p> <p>a. Are cylinders located in an authorized storage area, and are they palletized, boxed, crated, or secured to a fixed stanchion or fixture (AR 700-68 Chapter 5-9g(1-2))?</p>		

ITEM	GO	NO-GO
<p>b. Are “NO SMOKING” signs posted around storage area and at the entrance to storage room(s) (AR 700-68 Chapter 5-10A(1)b)?</p> <p>c. Are valve protection caps installed hand tight with full thread engagement on all Cylinders (TB MED 245 Chapter 10P and AR 700-68 Chapter 4-2K(2))?</p> <p>d. Is the storage area free of all flammable gases and liquids and other combustible materials (TB MED 245 Chapter 1(a-c) and AR 700-68 Chapter 5-8D(6))?</p> <p>e. Are all oxygen cylinders, their valves, all accessories (e.g., regulators, hoses, protection caps) free of oil, grease, or other hydrocarbon products (AR 700-68 Chapter 4-2L)?</p> <p>f. Do all oxygen –filled cylinders bear DD Form 1191 (Warning Tag for Medical Oxygen Equipment) (TB MED 245 Chapter 2-3(a))?</p> <p>g. Are full and empty cylinders stored in separate locations (cylinders must be properly marked) (AR 700-68 Chapter 5-9(a))?</p>		

Rating standard – Supply and Equipment

- Commendable – All inspected areas are rated a “GO”.
- Satisfactory - Items A (13, 18, 23), B2 (b, c), B3, and B4 (b, f, g) must receive a “GO”.
- Needs Improvement – A "NO GO" on any of the above critical inspection items.

Inspector's Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name, Rank, Date

X _____
Inspector's Signature, Name, Rank, Date