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STANDARD OPERATING PROCEDURE – SUPPLY PLANNING AND ALLOCATION OF COVID-19 VACCINES

INSTITUTION	National Department of Health		
SECTION	COVID 19 Vaccination – COVID-19 Vaccines Supply Planning and Allocation		
OBJECTIVE	<ul style="list-style-type: none"> - Provide guidance to the COVID-19 Vaccine Control Tower Team on the process of planning, allocating and replenishing vaccination sites in the public and private sectors - Facilitate equitable and optimal distribution of COVID-19 vaccines to all vaccination sites 		
SCOPE	Supply planning and allocation of COVID-19 Vaccines		
COMPILED BY		ORIGINAL DATE:	
AUTHORISED BY			
DEFINITIONS	<ul style="list-style-type: none"> - Allocation quantity means the vial count made available to a province or a vaccination site or private sector group when the total demand exceeds available supply. - Ancillary items mean medical consumables needed to administer the COVID-19 vaccine; these include syringes, needles, cotton wool balls/swabs, etc. - Current stock level (vaccines) means Vial count in the cold room/freezer/refrigerator at the close of business daily - Delivery schedule means a schedule defining interval or lead time between vaccine deliveries to primary distribution or vaccination sites - Fixed outreach service means a place, where vaccination services are provided on a semi-permanent basis that is not a health establishment - but which is linked to a health establishment. Fixed outreach services may store COVID-19 vaccines and other medicines required to support the administration of COVID-19 vaccines on-site, in accordance with applicable legislation. - NHPVS refers to the web-based Covid-19 vaccine ordering platform where the public and private sector entities such as primary distribution and vaccination sites can place orders for COVID-19 vaccines - Order requisition means an internal source document in which a requesting institution i.e. primary distribution site, primary vaccination site and or fixed outreach site is requesting permission to procure goods or services. It lists the type of goods, quantity and may list the price too. - Primary distribution site means a depot, sub-depot, wholesale pharmacy, or distributor which stores and distributes vaccines to vaccination sites and does not provide vaccination services to clients - Primary vaccination site means a place at a health establishment where vaccination services may be provided - Private sector Organisation means the group name under which several private healthcare establishments operate (e.g. Dischem, Clicks) - 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"> - Receiving (delivery) site means a place to which COVID-19 vaccines are delivered by a distributor contracted by the National Department of Health. A delivery site could be a primary distribution site, a primary vaccination site or a fixed outreach service. - Recommended Order Quantity – A proposed replenishment quantity that has been determined using stock on hand, consumption data and ideal safety stock. - Replenishment quantities means the quantities requested by a primary distribution site, a primary vaccination site or a fixed outreach service to meet current demand - Stock Visibility System Covid-19 (SVS COVID-19) refers to an electronic stock monitoring tool, comprised of a mobile application (SVS COVID-19 App) and a web management portal (SVS COVID-19 web), used to monitor availability of COVID-19 vaccines and other related commodities. - Vaccination site means a place where COVID-19 vaccination services may be provided to eligible populations and may include a primary vaccination site or a place where outreach services (fixed, temporary, or mobile) are provided - Vaccinee means a person who is vaccinated with a COVID-19 vaccine. - Vaccine Procurement and Logistics Coordinator means a designated person who provides technical and operational supply chain coordination in the implementation of COVID-19 vaccines with respect to replenishment, logistics, allocation strategy to ensure that receiving sites are adequately stocked i.e. primary distribution sites, primary vaccination sites and or fixed outreach sites.
ABBREVIATIONS	<ul style="list-style-type: none"> - B4SA: Business for South Africa - EVDS: Electronic Vaccination Data System - HE: Health Establishment - NHPVS: National Health Public/Private Vaccine System - PO: Purchase Order - SOH: Stock on Hand - SVS COVID-19: Stock Visibility System COVID-19
POLICIES, REFERENCES, SOURCE MATERIAL	<ul style="list-style-type: none"> - Cold chain and Immunisation Operations Manual 2015 - 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
RELATED SOPs	<ul style="list-style-type: none"> - Confirmation of Registration for Vaccination - End of day vaccination site closure procedure

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	<ul style="list-style-type: none"> - Procedure to receive Janssen COVID-19[®] and Comirnaty[®] vaccines - Stock reporting on SVS SOP
<p>PRINCIPLES</p>	<ul style="list-style-type: none"> - All primary distribution sites, primary vaccination sites and fixed outreach services where stock is stored overnight are required to report stock related data for vaccines and diluent on SVS COVID-19. All public sector sites are also required to report availability data for the ancillary items used in the vaccination programme. - All primary 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 applicable legislation. - In a constrained environment, calculations for the allocation and supply of COVID-19 vaccines are based on two figures, the total eligible population and the vaccinated population. Allocations are done by subtracting the vaccinated population from the total eligible population on a provincial level. This is further broken down into a provincial public/private split using a percentage split provided by the NDoH. The total stock available is then proportioned according to the provincial public/private split. - In an unconstrained environment, no allocations are done. Provinces are allowed to procure any quantity they require. - The Private sector allocations in a constrained environment are further refined by using group level capacities to determine which group has the most capacity. The stock available to the private sector in that particular province is then proportioned to the different groups. - The site eligibility tool is used to confirm registration status of sites on MFL, SVS, and EVDS; and for primary vaccination sites and fixed outreach service the status of a Section 22A (15) permit. The Site Eligibility tool is an in-house developed tool that uses data from SVS, EVDS, and the MFL to verify sites that are registered on these respective platforms and have a Section 22A (15) permit. - All new sites must be processed by the designated Provincial Vaccine Coordinators and the EVDS Service delivery teams to be eligible for ordering on NHPVS - The allocation of delivery sites to Distributors must ensure a fair and equitable distribution of the number of drops and share of the total quantity of vaccines delivered amongst distributors. - The data submitted by sites will be available to view in various reports on the COVID-19 Vaccine Dashboards, including stock on hand, reporting compliance, etc. - The closing balance on the stock cards/electronic stock management systems and on the SVS Covid-19 platform should reflect the same quantities if reporting requirements are followed. For the public sector, allocation of vaccine stock to the provinces will be determined by the NDoH based on the target population and vaccine stock available for the public sector. - For the private sector, allocation of vaccine stock to the various private sector organisations i.e. Clicks, Dischem etc will be managed by workstreams within B4SA, lead by the designated Vaccine Procurement and Logistics Coordinator based on the stock available to the private sector and demonstrated vaccination capacity within the province.

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	<ul style="list-style-type: none"> - The cut-off time for the placement of orders by Vaccine Procurement and Logistics Coordinators in the public sector sites to the COVID-19 VACCINE CONTROL TOWER Team is 16h00 on s, and 12h00 on Thursday for the private sector. Orders received after this cut-off time will be processed in the next week. - For equitable allocation of stock nationally, order quantities must not exceed the allocated stock. Any changes to the order quantities must be handled through the established processes wherein sites negotiate quantities with the COVID-19 VACCINE CONTROL TOWER team. - Vaccine shipments to delivery sites will be done in accordance with a predetermined delivery schedule. - Provinces and private sector groups must share details of the designated Vaccine Procurement and Logistics Coordinators that review allocations and generate POs and or place orders with the COVID-19 VACCINE CONTROL TOWER team.
FUNCTIONAL ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> - Provincial Vaccine Procurement and Logistics Coordinators - Private sector group Procurement and Logistics Coordinators - NATJOINTS – Responsible for providing security to the delivery of vaccines.
TOOLS/ MATERIALS/ EQUIPMENT	<ul style="list-style-type: none"> - COVID-19 Vaccine Dashboard - EVDS - Excel Spreadsheets - National Distributor Stock Reports - NHPVS - SVS COVID-19 - Supply, Allocation and Distribution Dashboard
SAFETY WARNINGS	- N/A
MONITORING AND EVALUATION	- TBD
RECORD KEEPING	- Supply planning and allocation records including order delivery documentation must be kept for a period of five years

1. PROCEDURE:

No	PROCEDURE	RESPONSIBLE
	This Standard Operating Procedure (SOP) consists of the following sections: <ol style="list-style-type: none"> 1. Vaccine allocation under constrained supply 2. Order collation 3. Vaccine order processing 4. Vaccine delivery reconciliation 	
1	Vaccine allocation under constrained supply	
1.1	<i>Periodic/ Adhoc Activities</i>	

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1.1.1	<p>Weekly determine the percentage split between insured (private) and uninsured (public) population.</p> <p>For public sector</p> <ol style="list-style-type: none"> Use Stats SA data to establish target population per province Calculate provincial share (percentage) of the total population 	COVID-19 Vaccine Control Tower Team
1.1.2	<p>Calculate the number of people in the target population (e.g. health workers, over 60s) of the uninsured population that still need to be vaccinated</p> <ol style="list-style-type: none"> Use EVDS data (reports) to gather number of vaccinees (in the target population) by province For each province, subtract the total number of vaccinees from target group population 	
1.1.2	For new delivery sites, obtain the necessary site MFL details to assist the distributors to register and load sites on their systems.	COVID-19 Vaccine Control Tower Team
1.1.3	Review schedule of inbound and local stock from the manufacturers every Monday	COVID-19 Vaccine Control Tower Team
1.2.1	Based on the incoming quantities, use the calculated public/ private sector split to determine quantities available for each sector	COVID-19 Vaccine Control Tower Team
1.3	For the Public Sector	
1.3.1	Use the provincial share (1.1.1) and the figures for the remaining population to be vaccinated (1.1.2) to proportionally allocate available stock to all provinces	COVID-19 Vaccine Control Tower Team
1.3.2	For provinces that prefer to use a blanket purchase order for recurring orders over an extended period of time i.e. bulk purchase order, use data from 1.3.2 to request bulk purchase orders from provinces for the draw down	COVID-19 Vaccine Control Tower Team
1.3.2.1	For these Provinces, periodically monitor stock draw downs and advise Provinces to issue new bulk purchase order as soon as they hit 80% of the bulk order	COVID-19 Vaccine Control Tower Team
1.4	For the Private Sector	COVID-19 Vaccine Control Tower Team
1.4.1	Every Monday morning, determine the group level allocations per province using the capacity model (B4SA)	COVID-19 Vaccine Control Tower Team
1.5	Share the calculated allocations with the designated private sector Vaccine Procurement and Logistics Coordinators in the public and private sector	COVID-19 Vaccine Control Tower Team

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1.6	Populate order master file and use allocation quantities to guide order quantities. i.e. ensure group orders are within the allocated quantities	COVID-19 Vaccine Control Tower Team
1.7	In the event that either the public or private group are over their allocation, notify the Vaccine Procurement and Logistics Coordinator to, review orders placed and order quantities to adhere to the allocations.	COVID-19 Vaccine Control Tower Team
2	In an unconstrained environment, proceed to 3 below	
3	Order collation	
3.1	<i>Periodically receive bulk purchase order from select provinces to update order master file</i> <i>* Not applicable for the Private Sector</i>	COVID-19 Vaccine Control Tower Team
3.2	On the nominated order date for both the public and private sector, pull the orders that were submitted before the cut-off time from the NHPVS system. <i>The cut-off time for public sector orders is 16h00 on Wednesdays, and 22h00 on Wednesday for the private sector. Orders received after this cut-off time will be processed in the next week on the nominated order day.</i>	COVID-19 Vaccine Control Tower Team
3.4	In a constrained supply environment, vet orders to ensure the total order quantity by group / province does not exceed the total allocated quantities.	COVID-19 Vaccine Control Tower Team
3.4.1	In instances where the requested replenishment quantities exceed the total quantity allocated to the province or Private Sector Organisation, review and revise order quantities to align to allocated quantities in consultation with the relevant Vaccine Procurement and Logistics Coordinator/s, first by telephone then confirmed via email	COVID-19 Vaccine Control Tower Team
3.5	Update the master order file by capturing all final orders and the relevant details in the Master Order sheet.	COVID-19 Vaccine Control Tower Team
3.5.1	Allocate orders to the correct distributor based on the district split. <i>*District split: Distributors are allocated districts to ensure equitable travel distances and delivery quantities.</i>	
4	Vaccine Order Processing	
4.1	Once orders have been received via NHPVS, check the SOH at the various distributors to ensure that the allocated orders do not exceed the existing stock on hand at the respective distributors.	COVID-19 Vaccine Control Tower Team
4.1.1	The COVID-19 VACCINE CONTROL TOWER team must ensure the expiry dates of the vaccine monitored and if need be direct orders through the Distributor first who is sitting with stock expiring first.	COVID-19 Vaccine Control Tower Team
4.1.2	Should the total order quantity for a specific distributor exceed their stock on hand, direct some of the orders to the remaining Distributors who are sufficiently stocked at the time. For ease of processing and distribution, focus on single large orders from the public sector first	COVID-19 Vaccine Control Tower Team

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4.2	Issue a spreadsheet indicating order lines to the national distributors every Thursday before 16h00	COVID-19 Vaccine Control Tower Team
4.2	Within 72 hours, receive delivery schedule from the distributors. In the event that the delivery schedule is not shared, reach out to the distributors to request for it.	National Distributor
4.3	Share the delivery schedules with the designated Vaccine Procurement and Logistics Coordinators for the private and public sectors	COVID-19 Vaccine Control Tower Team
5	Vaccine Delivery Reconciliation	
5.1	Once delivery has taken place, receive detail of invoice numbers per delivery site from each of the distributors. Check daily updates from the following reports: <i>Order lifecycle report - DSV</i> <i>Stock Traceability report - Biovac</i> <i>Stock Report - Kawari</i>	COVID-19 VAC COVID-19 Vaccine Control Tower Team
5.2	Match the purchase order number on the order master file to the invoice number for each delivery site on the Master Order Instruction.	COVID-19 Vaccine Control Tower Team
5.3	If the delivery was done in full, close transaction	COVID-19 Vaccine Control Tower Team
5.4	For any other transactions, add a new line on the order master file to update transaction status indicating appropriate "Order Type" i.e. credit/returns, cancelled, distributor mistake, partial delivery.	COVID-19 Vaccine Control Tower Team
5.4.1	In the event of partial deliveries, notify the distributors to execute the remainder of the order as soon as possible.	COVID-19 Vaccine Control Tower Team

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ANNEXURES	
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1. REVISION DATA

Revision No	Pages	Revision Details	Date	Approved

TRAINING REQUIRED <ul style="list-style-type: none"> • 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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