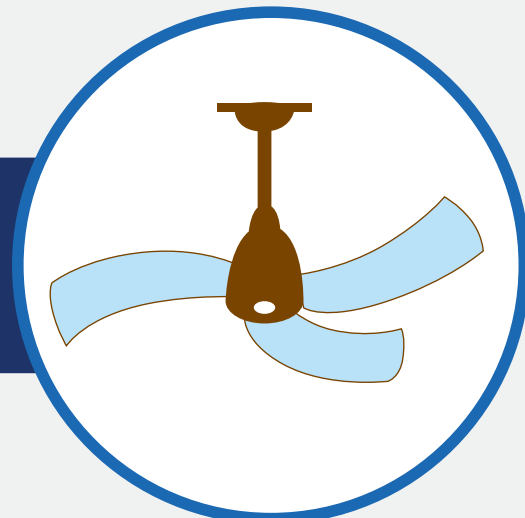


Good Storage Practices

Keep storage areas dry, well-lit and well-ventilated.

- Keep sealed products in their original boxes or containers.
- Use curtains or blinds, or protect windows from direct sunlight.
- Use extractors, fans or air conditioners according to the environmental and storage conditions required by the product.



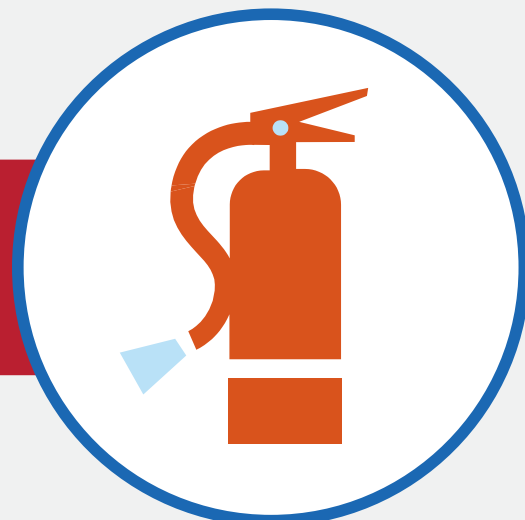
Clean and disinfect storage areas frequently.

- Prohibit consumption and storage of food and beverages in storage areas.
- Follow health and hygiene standards and pest control.
- Provide waste bins.
- Follow established cleaning procedures.



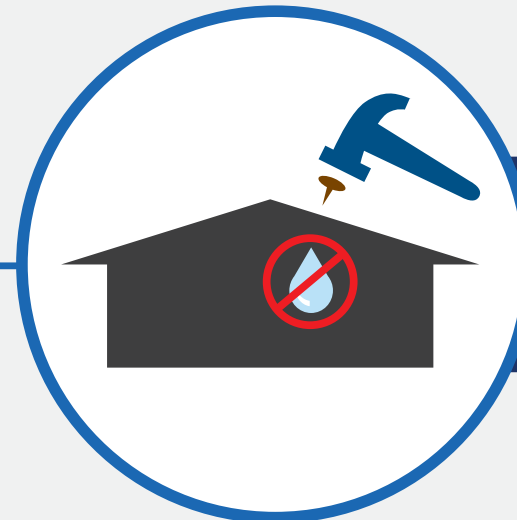
Keep fire equipment available, easily accessible and operational.

- Perform periodic checkups, maintenance or replacement of fire equipment.
- Train staff periodically in the use of fire equipment.
- Keep equipment, corridors and emergency exits accessible at all times.
- Strictly prohibit smoking or the use of open flames inside the storage facility.
- Keep unused products in a separate storage area from other products.



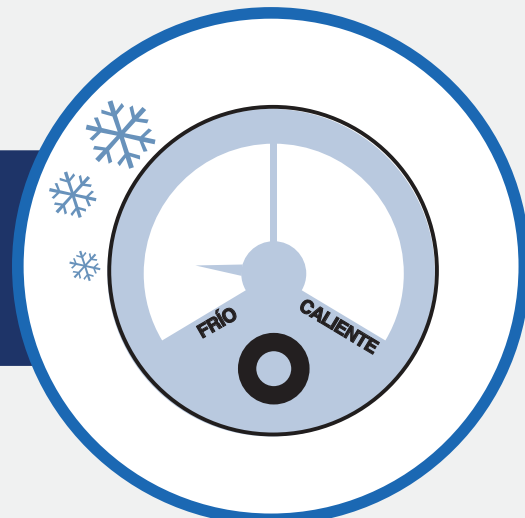
Protect storage areas from water leaks.

- Keep ceilings and windows free of leaks.
- Have doors and windows that provide security and shelter to storage areas.
- Set a schedule and periodic maintenance record of facilities.



Maintain temperature-controlled storage and cold chain.

- Move cold chain products to refrigeration as soon as possible.
- Use equipment that allows temperature recording and monitors and records temperatures at least twice a day.
- Monitor cooling equipment; document and report any malfunctions.
- Do not store food or other products other than those that are authorized.



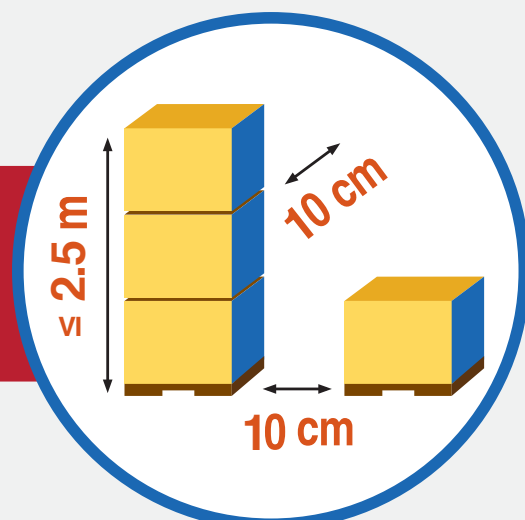
Store products according to recommended conditions.

- Store products according to the manufacturer's instructions.
- Keep products – especially latex products – in their original boxes or packaging and away from heat sources, fluorescent lights and direct sunlight.
- Use equipment for temperature and humidity monitoring and recording.



Place boxes according to good practices.

- Do not place boxes directly on the floor or touching the walls.
 - Place boxes on a pallet or products on shelves.
 - Space at least 10 cm from walls.
- Allow at least 10 cm of pallet spacing as required by the logistics management equipment used.
- Stack boxes according to the specifics indicated by the manufacturer or at a maximum height of 2.5m.



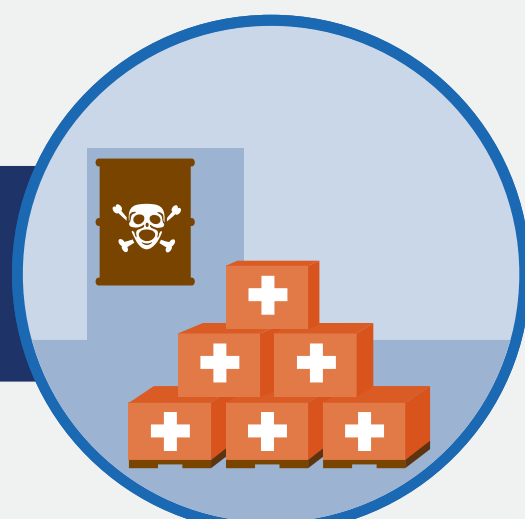
Limit access to storage areas to authorized personnel.

- Keep track of unauthorized personnel access.
- Keep controlled products under lock and key.
- Limit access to vault keys.
- Keep inventory cards up-to-date and in a safe place.



Keep health products away from other supplies.

- Keep health products away from insecticides, chemicals, cleaning materials, office supplies, food and other non-medical products.



Store identification labels products visible.

- Keep identification tags and expiration dates visible.
- If space is restricted, stack boxes or place products according to their expiration dates.



Separate and dispose of products that are defective and expired.

- Remove them immediately from inventory.
- Dispose of these products using established procedures.



Store and order products according to the FEFO system – first-expired, first-out.

- Clearly enter expiration dates on the boxes and inventory cards and make sure they are visible.
- Order products that expire first in front or on top of products that expire later.
- Always dispatch following the FEFO system.
- Monitor and report due dates monthly as part of your inventory count.
- Order and classify products in alphabetical order, therapeutic form and/or pharmaceutical form.

