Contents

1.	Materials Management—Basic Concepts	*1*
2.	Stores Management	*10*
3.	Procurement Procedure	*17*
4.	Registration of Firms	*32*
5.	Tender System	*34*
6.	Purchasing	*44*
7.	Purchase, Selection and Audit Committees	*53*
8.	Receipt and Inspection of Stores	*57*
9.	Inventory Control	*60*
10.	Stockless Purchasing	*73*
11.	Stock Verification	*75*
12.	Distribution	*78*
13.	Standardisation	*81*
14.	Codification	*85*
15.	Condemnation and Disposal	*88*
16.	Stock-Outs of Hospital Stores	*91*
17.	Preservation of Stores	*94*
18.	Pilferage	*107*
19.	Stores Documentation	*110*
20.	Role of Computers in Stores Management	*120*
21.	Strategies for Hospital Equipment Planning and Selection	*129*
22.	Hospital Equipment Utilisation	*134*
23.	Hospital Equipment Repair and Maintenance	*137*
24.	Equipment Audit	*141*
25.	Productivity and Hospital Stores Management	*144*
26.	Arbitration	*151*

27. Legal and Ethical Aspects in Materials Management *162*

28. Import Export Policy *168*

29. Letter of Credit *171*

30. Import of Goods, Equipment—General Considerations *183*

31. Import documentation and Customs Clearance *191*

32. Imported Medical Equipment—Procurement Considerations *199*

33. Continuous Quality Improvement in Stores Management *203*

34. Recent Trends in Hospital Stores Management *215*

Annexures (I to VIII) *222*

Abbreviations Used *254*

Glossary *256*

Bibliography *260*

Index *263*