



1. Keep the store clean, organized and air-conditioned.
2. Ensure the dental store is organized and the materials with the longest expiry date are put to the back so that the materials with the shortest expiry date are used first.
3. All materials should be stored as per the manufacturer's instructions.
4. Overstocking should be avoided as it increases the cost and the wastes.
5. Prepare a list of items that needs reordering and restocking when it's close to depletion.
6. Keep a copy of all the reports related to ordering and receiving dental materials.
7. Proper planning and stock control helps you avoid running short out of dental materials.
8. It is mandatory to routinely check on the expiry dates of all materials in stock.
9. Check that all materials in the clinic or in the store are away from direct sunlight.
10. For returning any excess materials please contact the Dental Instruments & Materials Coordination Office