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| DAMIANBASE_ENG_PT | **Title :** | **Procedure for transport from international transit zone to import into country** | | | |
| **Number:** | P-Q 008 | Version : | | 01 |
| Date of start of application : | 15/02/2017 | Pages : | |  |
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1. **Principles and Objectives**

The objective is to ensure the integrity of the medicines from receipt at the international transit zone until import into the country of destination. Choosing the appropriate mode of transport by taking into consideration the temperature sensitivity of the medicines, limiting the temperature exposure of the medicines to the temperature advised by the manufacturer, and limiting the transit time where possible is part of this. In making these decisions, the factors costs, transit time and efficiency play a major role.

1. **Responsibilities**

Procurement and Logistics Department Damien Foundation:

* Request quotes for freight costs from international transporters or logistics agents
* Choose transporter and logistic agent for each country
* Choose best mode of transport for each country
* Choose best transport schedule
* Communication with medicine suppliers regarding shipments
* Audit/Spot checks of supplier deliveries
* Upstarting and attaching LogTag to deliveries or check a working LogTag has been attached by transporter
* Submit shipping documents to transporter/logistic agent and to consignee

Quality Unit, Damien Foundation:

* Approve best mode of transport for each country
* Approve best transport schedule
* Assess LogTag readouts for temperature excursions; open NCE if need

Medicine Suppliers (International):

* Ship medicines in accordance with purchase order from Damien Foundation to international transit zones as per instructions received by Damien Foundation
* Shipment to international transit zones, respecting GDP

International Transporters:

* Provide quotation with transport rates to Damien Foundation
* Receive supplier shipments
* Store medicines until shipment to country of destination; attach working LogTag to medicines from day of arrival (or request DFB PLD as per agreement with specific transporter
* Book transport – under deck if Sea.
* Prepare shipment physically for export as per instructions by Damien Foundation
* Prepare documents including waybill which includes LogTag
* Ensure export customs clearance
* Provide export documents to Damien Foundation

DFB Destinees:

* Ensure import customs clearance ASAP
* Retrieve and read (DRCongo) and send LogTag or Graph (DRCongo) to PLD in DFBrussels
* Distribution of medicines to National Programmes or Damien Foundation Hospital in case of Bangladesh

1. **Process to follow**

Procurement and Logistics Department of Damien Foundation Brussels obtains quotes for transportation to the various project countries for air and sea freight, from approved International Logistics agents. These are listed in Appendix 4 of the Quality Manual.

Damien Foundation requests quotes for the following:

Seafreight: Dry Containers

Aifreight: Standard Airfreight

The quotes received are compared by using the spreadsheet “Comparison Transport Quotes” (Annex 1).

The selection of the International Logistics agent and mode of transport is made based on the following criteria: most efficient mode of transportation in terms of transit time (air or sea freight) and for preserving the quality of the medicines, best price, quantities to be shipped and. For international shipments the choices are restricted to:

* air freight via transit zone in Brussels
* sea freight via transit zone in Antwerp
* air or sea freight via transit zone in Mumbai for medicines manufactured in India, if comparison of transport costs justifies this as the cheapest and most efficient transport modality

The choice of the logistics agent and the transport modality is summarized per country of destination in the spreadsheet “Transport Modality Selection” and is approved by the Quality Unit of Damien Foundation Brussels. (Annex 2)

The international medicine suppliers are informed to which transit zone and to which logistics agent the medicines should be shipped. This information is made available to them on the purchase order sent by Damien Foundation Brussels. Under the supplier’s responsibility, medicines may come from the supplier’s warehouse, from the manufacturer via this warehouse or directly from the manufacturer to the transporter’s transit zone.

When the medicines are available for shipment to the selected international transit zone, the Procurement & Logistics Department and the international logistics agent are contacted by the supplier to fix a delivery date.

The international logistics agent checks if the number of pallets mentioned on the supplier shipping documents corresponds with the number of pallets actually delivered. If this is the case the international logistics agent signs the shipping document for confirmation of receipt. If this is not the case, the international logistics agent informs the Procurement and Logistics Department of Damien Foundation immediately.

The deliveries from the various medicine suppliers are consolidated by the international logistics agent per country of final destination. The purchase order number given by Damien Foundation and the country of final destination are mentioned on the pallets shipped by the medicine suppliers in accordance with the instructions on the Damien Foundation purchase order.

For each shipment to one final destination, Damien Foundation instructs the international logistics agent to place a temperature controlling device between the boxes in order to monitor the temperature of the shipment from arrival to the transit zone until arrival at final destionation. This is part of the risk assessment that Damien Foundation is conducting to define a future policy for temperature monitoring and control during transport as described in § 4.8 of the Quality Manual.

When the deliveries are completed, the international logistics agent provides shipping itineraries to the Procurement & Logistics Department. The Procurement & Logistics Department chooses an option based on price and transit time and confirms this option to the logistics agent.

The Procurement & Logistics Department submits the following documents to the transporter/forwarding agent: Supplier invoice and packing list with batch number and shelf life for medicines, certificat de don/free gift certificate. The logistics agent books the chosen transport option and starts the export customs clearance process. The logistics agent prepares the shipment physically and places the temperature controlling device in the container or between the boxes in case of airfreight (see Policy for temperature monitoring and control during transport, Quality Manual § 4.8 ; ). The international logistics agent hands over the shipment to the airline for air freight or to the shipping company for sea freight.

The international logistics agent provides shipping documents (Airway Bill or Bill of Lading, FERI (for seafreight, if applicable)) to Procurement & Logistics Department.

Procurement & Logistics Department sends Airway Bill or Bill of Lading, FERI (for seafreight, if applicable), supplier invoice and packing list, Certificate of Analysis received from medicine suppliers, certificat de don/free gift certificate by email to consignee or shares these documents on a shared Dropbox folder with the consignee. Consignee takes care of import customs procedure.

After customs clearance, either Damien Foundation hands over responsibility of the shipment to the National Programmes (recipients), who then transport, store and distribute the goods, or Damien Foundation assumes these responsibilities. The first situation occurs in DR Congo, Burundi, Rwanda, Comoros, Guinee; the second in Bangladesh and Niger. Thus in practice they are mutually exclusive.

The consignee of the shipments confirms receipt of shipment by completing a receipt confirmation (Annex 3a and 3b) and submitting it to the Procurement & Logistics Department. The consignee marks on the receipt confirmation whether the shipment is complete and whether the medicines/packaging is intact. Should the consignee observe that the shipment is incomplete or damaged, a complaint is sent to the Procurement & Logistics Department. The use of the complaint form is encouraged but complaints can also be received through mails, fax, etc. The Procurement & Logistics Department will complete or fill in the complaint form and transfer it to the Quality Unit of Damien Foundation Brussels in charge of complaints management (cf. SOP PQ005 “Deviation & Incidents”).

1. **Documents and forms in annexe**

Annex 1: Example spreadsheet “Comparison Transport Quotes”

Annex 2: Example spreadsheet “Transport Modality Selection”

Annex 3a: Receipt confirmation DR Congo

Annex 3b: General Receipt confirmation (all countries except RD Congo)

1. **Distribution and retrieval**

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|  | Distributed to |  | Retrieved from |  |
| Name | Signature | Date | Signature | Date |
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1. **History of Modifications**

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| Date | Reason of modification |
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