

Managing kits:

- Kits and their content used by any Movement partner should always match IFRC or ICRC specifications, although other UN standards might be used in exceptions. Non-standard kits may have to be developed for specific operations, with items procured and delivered as loose stock and kitted in the warehouse before despatch and delivery. Standard kits may also be used, with slightly modified contents to cater for specific needs.
- Variations from standard kits must always be discussed and agreed with the programme team so they match the technical requirements and so all kits, and their content are exactly identical.
- A cost analysis is required to determine if the kits should be assembled by the NS or by the supplier. If it is decided that the NS or other partners will cover the kitting activities, this should be taken into consideration when designing the warehouse and its space and health and safety requirements.
- Throughout the supply chain, it is important that a kit is always considered as a single item (one unit) that cannot be separated. Items included in a kit cannot be requested as separate units.
- Where the kit contains one or more perishable items, the whole kit expires as soon as a single unit reaches its expiry date. This is often the case for medical kits; a medical kit containing a single expired item should be placed in quarantine until the expired item is replaced.
- If kits are assembled inside the warehouse, it is recommended that a requisition form is used specifically for the assembly of kits, as the kit is built from pre-existing loose stock.
- Only complete kits can be returned; otherwise they should be received in stock as loose items.
- Where kits are complex (more than 15 items, high-value, varying expiry dates, medical kits or assembled in the warehouse), it is recommended to use a **kit preparedness tracker** (easily developed in Excel) to manage them and communicate clearly on the capacity to deploy them. The tracker also helps to support the kit replenishment process.