



<b><u>Register of Restricted Medications (RRM)</u></b>  <b>Completion Guide - Methoxyflurane</b>	Version	FINAL
	Date published	1 April 2017
	Planned review	1 April 2020
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	Compliance	All NSW units



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## 1. Introduction

The Register of Restricted Medications (RRM) is the documentation standard for methoxyflurane in St John (NSW). It has been designed to comply with the NSW Poisons Regulation and is accepted by St John (NSW) as the mandatory recording document for methoxyflurane.

Without exception, an accurate and accountable record of methoxyflurane must be kept by all units in St John (NSW)

## 2. RRM Acquisition

- Copies of the RRM can be obtained by using the standard FAS product order form.
- No St John (NSW) individual or unit is permitted to independently print copies of the RRM. Units are not permitted to have soft-copy versions of the RRM.





## 2. Completing the Medication Name, Strength, Location on each page



St John Ambulance Australia (NSW)

Register of  
Restricted Medications

Medication name:..... Medication Strength:..... Location:.....

Date & Time			
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- “*Methoxyflurane*” should be handwritten in blue or black ink, in the “Medication Name” section of the RRM at the top of every page.
- The strength of methoxyflurane should be recorded in the “Medication Strength” section. This is always “*3ml*”.
- The “location” that the medications are stored refers to the area they are kept. For example, if the medication is kept at Hometown Division, the location section should say “*Hometown Division*”.
  - If the medication is kept in a moveable container (I.e. metal briefcase) then the container should be labelled externally (for example: “*Hometown Division Methoxyflurane Case 1*”). This should then be the location written in the RRM.

For example:



Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:.....**Division X, Portable Store**

Date & Time Administered/ Transaction	Patient Administration	Stock Movement	Clinicians Names & Signatures, Prescriber Name

### 3. Date & Time Administered/Transaction

The date and time must be entered each time an entry is made in the RRM. This must be made in blue or black ink, the time must be in 24-hour time, and the date must be in DD/MM/YY format.

- When recording medication **movements/activities** (carrying balance forward, issue to staff, receiving stock/disposing of stock or audit) the time and date should be the time and date that the clinicians are at the medication store.
- When recording **patient administration/discarding**, the time and date of administration recorded on the OB12 or ACF must be recorded.



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**

Date & Time Administered/Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient (mL)	Amount Discarded (mL)	Movement/Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	

### 4. Recording Entries in Ink

Each entry in the RRM is required to be recorded in specific coloured ink. Patient administration and staff distribution entries are recorded in blue or black ink, and all other entries – such as recording discrepancies or transfer of stock – need to be recorded in red ink. This helps users to easily differentiate between different types of entries. It also makes auditing the RRM easier, and can be a useful tool when troubleshooting errors.

## 5. Balance Carried Forward

The “Balance Carried Forward” line appears as the first entry on the beginning of every page in the RRM. This section of the RRM must be completed when a new page needs to be commenced. This will commonly occur when two clinicians are either returning/removing stock or completing the local audit.

As seen in below, this entry is completed in red ink, with the time and date of the entry recorded. The count of medication should be confirmed with two clinicians, who should then sign and print their name.



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location: **Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration			Stock Movement			Clinicians Names & Signatures, Prescriber Name				
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient (mL)	Amount Discarded (mL)	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	

## 6. Clinician Accountability

Preferably, two clinicians must be present when the store of methoxyflurane is being accessed. The RRM provides a box for each clinician to print and sign their names when undertaking these activities.

There may be some instances where having two clinicians present is not possible. In these circumstances, clinicians are still permitted to distribute or return methoxyflurane. The clinician must still print and sign their name in the “Administering Clinician or Clinician Receiving Stock” section, as they would normally in a two-clinician model. They must then write ‘Single Clinician’ in the ‘Witnessing Clinician’ box.

Where there are multiple clinicians within a St John (NSW) unit who have the same last name, clinicians should record first name and surname in the relevant sections, as well as their signature.

A single clinician must never undertake a local or scheduled audit. Two clinicians are always required for this activity.


## 7. Distribution to Clinicians/Returning Issued Medication

Commonly, methoxyflurane will need to be issued to members who are going to provide coverage at public events or emergency deployments. Restricted medications must be issued to an individual member and not to a vehicle or location. Where it is necessary to hold a quantity of methoxyflurane, it is equally necessary to have a formal record of this stock by using the RRM.

Clinicians must use **black or blue pen** for this type of entry.

- The time and date recorded should be the same as when the stock is being issued.
- The 'Patient Administration' section of the RRM should be left blank. It is not necessary to place a strike or dash in the boxes being left blank.
- The 'Movement/Comment' box should reflect the movement of the methoxyflurane.
  - E.g. if member 'Jones' is being issued with medication, the box should state '**Store → Jones**'. If member 'Jones' is returning medication, the 'Movement/Comment' box should state '**Jones → Store**'.
- The quantity being issued, and the quantity remaining should be recorded in the boxes allocated.
  - E.g. If the beginning count is '10' and member 'Jones' is being issued with 1 unit of methoxyflurane, the 'Quantity Out' box should state '1' and the 'Balance' box should state '9'.
  - When member 'Jones' returns the methoxyflurane, and the quantity is unchanged, the 'Quantity In' box should state '1', and the 'Balance' box should state '10'.
  - If member 'Jones' used any of the units of medication to treat a patient, the 'Patient Administration' entry/entries should be written in first.
- Both clinicians must then print and sign their names in the respective boxes as outlined in fig. 1.

The completed entry should look like the following example:



Register of  
**Restricted Medications**

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**

Date & Time Administered/Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient (mL)	Amount Discarded (mL)	Movement/Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	0900					Store → Jones	1		9	B. Jones Brian Jones	A. Smith Andrew Smith	



## 8. Patient Administration


When a methoxyflurane is administered to a patient, the clinician who administered the dose of methoxyflurane must record the administration in the RRM.

It is essential that the clinician record this in the same RRM that the stock was issued from. This ensures stock levels are accurately reconciled and a local record of the movement of methoxyflurane is being maintained.

*Clinicians must use **black or blue** pen for this type of entry.*

- The date and time record should be the **date and time the methoxyflurane was administered to the patient**. Not the date and time that the RRM entry is being written.
- The patient's **First and Last** name must be recorded in the "Patient Name" section. It is not acceptable to record just a surname or the first initial and the surname of the patient.
- The unique identifying number of the OB12 or the Advanced Care Form must be entered in the 'OB12 or ACF No.' box.
  - Some out-dated OB12 pads do not have a unique identifying numbers. These pads should be discarded. If, however one of the out-dated forms is used, then record '**NIL**' in this box.
- Record the dose administered in the 'Dose Given to Patient' box.
  - In the case of methoxyflurane, the dose will always be either "**3ml**" or "**6ml**".
- If there was a quantity of the dose that was discarded and not given to the patient, record this in the 'Amount Discarded' box.
  - In the case of methoxyflurane, if an ampoule was opened but not used, then the dose of "**3ml**".
- Do not change the balance on the RRM when recording the administration. The balance should only be changed, when stock is actually removed from, or returned to the safe/store.
- Both clinicians must sign the RRM.

The completed entry should look like the following example:



Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:..**Division X, Portable Store**..

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	John Example	023742	3ml						B. Jones Brian Jones	A. Smith Andrew Smith	

If removing stock to replace it at the time of making the entry in the RRM, the same line can be used to record this action. Simply record the quantities removed in the 'Quantity Out' section and change the balance accordingly.



Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:.....**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	John Example	023742	3ml			1		9	B. Jones Brian Jones	A. Smith Andrew Smith	

## 9. Stock Audit – How to Record

Methoxyflurane must be audited regularly, as described in the medication handling policies.

Methoxyflurane must be audited regularly at a local level by the St John (NSW) unit holding the stock. This serves as a good clinical governance tool for the unit, to ensure they are complying with this policy.

Regular “Scheduled Audits” will also occur. An independent party within St John (NSW) will undertake this audit, the procedure for-which is outlined in the Medication Handling Policy.

Clinicians must use **red** pen for this type of entry.

- Contemporaneous date and time must be entered
- The stock must be counted with two clinicians – no single clinician entries are permissible when carrying out an audit
- The word “Checked” must be written in the ‘Patient name’ section
- The type of audit must be entered in the ‘Movement/Comment’ section (Local/Scheduled Audit)
- Two clinicians must print and sign their name in the sections provided

Completed entries should look like the following examples:



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:..**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement				Clinicians Names & Signatures, Prescriber Name		
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Checked				Local Audit			10	B. Jones Brian Jones	C. Downs Caroline Downs	



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:..**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement				Clinicians Names & Signatures, Prescriber Name		
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Checked				Scheduled Audit			10	B. Jones Brian Jones	C. Downs Caroline Downs	

## 10. Discrepancies and Broken Ampules – How to Record

If a discrepancy is found when accessing the safe/store, an entry noting the discrepancy needs to be made if there is no obvious error in the documentation of previous entries in the RRM (e.g. the count has been incorrectly added up after medication was removed, and upon re-counting the medication there is no discrepancy).

Broken ampules are important to document. Even if the ampule is broken in the presence of two clinicians and the details of the incident are clear, an accurate record needs to be kept in the RRM.

Clinicians must use **red** pen for this type of entry.

### Broken Ampule

- Contemporaneous date and time must be entered
- The stock must be counted with two clinicians
- Write the words “Broken Ampule” in the ‘Patient Name’ section
- Enter the new balance
- Two clinicians must print and sign their name in the sections provided
- Once the broken ampoule incident has been lodged as per the Medication Handling Policy, record St John (NSW) Incident Number (which is issued in a reply email when an incident email is sent to [incidents@stjohnnsw.com.au](mailto:incidents@stjohnnsw.com.au)) in the ‘Comments/Movement’ section

Completed entries should look like the following example:



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:.....**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Broken Ampoule				10873589			9	B. Jones Brian Jones	C. Downs Caroline Downs	

### Discrepant Quantity

- Contemporaneous time and date must be entered
- The stock must be counted with two clinicians
- Write the word “Discrepancy” in the ‘Patient Name’ section
- Enter new balance
- Two clinicians must sign and print their name in the sections provided
- Once the discrepant quantity incident has been lodged as per the Medication Handling Policy, record St John (NSW) Incident Number (which is issued in a reply email when an incident email is sent to incidents@stjohnnsw.com.au) in the ‘Comments/Movement’ section

Completed entries should look like the following example:



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location: **Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement				Clinicians Names & Signatures, Prescriber Name		
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Discrepancy				10873589			9	B. Jones Brian Jones	C. Downs Caroline Downs	

## 11. Receiving and Transferring Stock – How to Record

An entry must be made in the RRM when receiving a delivery of methoxyflurane, or when transferring methoxyflurane from one store/safe, to another.

Clinicians must use **red** pen for this type of entry.

### Receiving Stock

- Contemporaneous time and date must be entered
- The new stock must be counted by two clinicians and compared to the packing form – quantities must match.
  - If quantities do not match, record amount received and then make a new entry following the “discrepancy” procedure as-in section 10. A special note should be made to say “Stock Discrepant on Arrival”
- The store must be counted by two clinicians
- “Received from Order” must be written in the Movement/Comment section
- The amount received must be entered in the ‘Quantity In’ section
- The balance must then be recorded in the ‘Balance’ section
- Two clinicians must sign and print their name in the sections provided.

Completed entries should look like the following example:



### Register of Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:..**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement				Clinicians Names & Signatures, Prescriber Name		
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300					Received from order		10	20	B. Jones Brian Jones	C. Downs Caroline Downs	

### Transferring Stock (Sending)

- Contemporaneous time and date must be entered
- The stock must be counted by two clinicians
- The words 'Transfer out' must be written in the 'Patient Name' section
- The 'Movement/Comment box must then show where the medication has been transferred to (e.g. "Store → Disaster Kit 1")
- The Quantity being transferred must be recorded in the 'Quantity Out' section
- The balance must be recorded in the 'Balance' section
- Two clinicians must sign and print their name in the section provided

Completed entries should look like the following example:



### Register of Restricted Medications


Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement				Clinicians Names & Signatures, Prescriber Name		
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Transfer Out				Store → Disaster kit 1	5		5	B. Jones Brian Jones	C. Downs Caroline Downs	

### Transferring Stock (Receiving)

- Contemporaneous date and time must be entered
- The stock must be counted by two clinicians
- The words “Transfer In” must be written in the ‘Patient Administration section
- The ‘Movement/Comment’ section must then show where the medication has come from (e.g. Main Store → Portable Store)
- The ‘Quantity In’ and ‘Balance’ must be recorded
- Two clinicians must sign and print their name in the section provided

Completed Entries should look like the following examples:



Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
12/10/16	0900					Balance Carried Forward			5	A. Smith Andrew Smith	B. Jones Brian Jones	
12/10/16	1300	Transfer In				Main Store → Portable Store		5	10	B. Jones Brian Jones	C. Downs Caroline Downs	




## 12. Lost or Destroyed Register (Including Missing Pages)

If register lost or destroyed, a new RRM should be commenced. The stock count should be checked and the balance should be recorded in the balance carried forward section. An entry should be placed in the register with the phrase “previous register lost/destroyed” in red under the ‘Patient Name’ section. The stock balance should then be recorded again on the same line as this entry. A medication incident form should be completed and sent to:

- incidents@stjohnnsw.com.au

The incident number (provided on receipt of the email) should be recorded in the ‘movement/comment’ section of the entry.

The completed entry should look like the following example:




Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
13/10/16	1600					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
13/10/16	1600	Previous register lost				19826468			10	B. Jones Brian Jones	C. Downs Caroline Downs	

If a register is found to have a missing page, the register should be quarantined and a new register should be started. The stock count should be checked and the balance carried forward. An entry should be placed in the ‘Patient Name’ section stating, “page missing from previous register” in red. A Medication Incident Form should be completed in-line with St John (NSW) Medication Handling Policy. The incident number should be recorded in the ‘Movement/Comment’ section of the entry.

Completed entries should look like the following examples:



Register of  
Restricted Medications

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:....**Division X, Portable Store**


Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
13/10/16	1600					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
13/10/16	1600	Page missing from previous register				19826469			10	B. Jones Brian Jones	C. Downs Caroline Downs	

### 13. Disposal of Methoxyflurane – How to Record

Clinicians must use **red** pen for this type of entry.

- Contemporaneous time and date must be entered
- Stock must be counted by two clinicians
- Two clinicians must remove expired/damaged stock of methoxyflurane that is to be taken to pharmacy for disposal
- The clinician taking the methoxyflurane to the pharmacy must then complete the ‘Methoxyflurane for Disposal Form’ at the time of removal. This should be done in the presence of the witnessing clinician.
- The words “Removed for disposal” must be written in the ‘Patient Name’ section.
- The words “Expired Stock” or “Damaged Stock” must be written in the ‘Movement/Comment’ section – depending on the reason for disposal.
- ‘Quantity Out’ must record the number of units being removed for disposal
- The balance must be recorded
- Both clinicians must sign and print their name in the section provided.

Completed entries should look like the following example:



Register of  
**Restricted Medications**

Medication name: ...**METHOXYFLURANE**... Medication Strength:.....**3mL**..... Location:..**Division X, Portable Store**

Date & Time Administered/ Transaction		Patient Administration				Stock Movement			Clinicians Names & Signatures, Prescriber Name			
Date	Time	Patient Name	OB12 or ACF No.	Dose Given to Patient	Amount Discarded	Movement/ Comment	Quantity Out	Quantity In	Balance	Administering Clinician or Clinician Receiving Stock Name & Signature	Witnessing Clinician Name & Signature	Prescriber Surname (Where appropriate)
13/10/16	1600					Balance Carried Forward			10	A. Smith Andrew Smith	B. Jones Brian Jones	
13/10/16	1600	Removed for Disposal				Expired Stock	2		8	B. Jones Brian Jones	C. Downs Caroline Downs	

**DOCUMENT ENDS**