

PPE COST REVIEW WORKSHEET

Seven places PPE spend disappears. Work through each one for a single site.

SITE / DEPARTMENT _____ PERIOD REVIEWED _____

1	Unit price versus cost per use Units used per person per shift, multiplied by unit cost.	COST PER PERSON PER SHIFT R
2	Product fit for the task Which items get changed early, and why?	COST OF EARLY CHANGES R
3	Over-issue and access Monthly units issued, divided by headcount and shifts.	COST OF OVER-ISSUE R
4	Dead stock Value anything untouched for six months.	STOCK NOT MOVING R
5	Emergency and top-up orders Orders raised per month per site.	PREMIUM ON URGENT ORDERS R
6	Administration time Hours per month on ordering and chasing.	MONTHLY ADMIN COST R
7	Downtime and disruption Stockouts logged in one month, including near misses.	COST OF DISRUPTION R
TOTAL BEYOND THE INVOICE PRICE The figure a supplier price comparison does not show you		R

WHERE TO START

1. Measure consumption per person per shift on your highest-volume item.
2. Count your top-up orders for the last three months.
3. Walk the store and value anything that has not moved in six months.

NOTES AND ACTIONS

Talk it through with our team

We help procurement and operations teams in healthcare, food processing, pharmaceutical and industrial environments work out what they actually need.

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