



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management and Safety		
Document:	Administrative Policy and Procedure		
Title:	Lost and Found Policy		
Applies To:	All MCH Staff		
Preparation Date:	January 08, 2025	Index No:	FMS-APP-029
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1. PURPOSE:

- 1.1 To establish guidelines when lost items are found or turned into the Security Department.

2. DEFINITIONS:

- 2.1 N/A

3. POLICY:

- 3.1 All found items in the hospital shall be reported to security.
- 3.2 All lost items shall be reported to the Patient Relation Office as soon as possible.
- 3.3 All found items shall be turned in the Patient Relations Office.

4. PROCEDURES:

- 4.1 Security on duty shall list any stolen/missing property in the stolen/missing property form (attached).
- 4.2 **Items found will be recorded in a lost and found log with the following information:**
 - 4.2.1 Name of finder.
 - 4.2.2 Time and location of finding.
 - 4.2.3 Name of security officer receiving item (s).
 - 4.2.4 Item description.
 - 4.2.5 Item(s) will be kept in plastic bags and stored by the security department in patient affairs
 - 4.2.6 The lost and found log will be kept in the security office.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 All MCH Staff

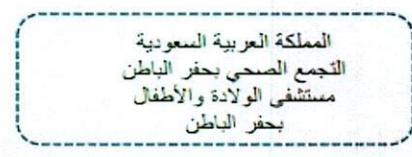
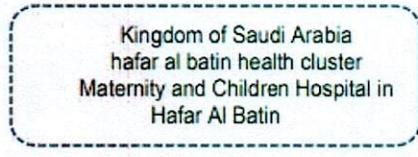
7. APPENDICES:

- 7.1 Lost and Found form
- 7.2 Lost and Found Receipt

8. REFERENCES:

- 8.1 Prince Fahd Bin Sultan Hospital Policy and Procedure Kingdom Of Saudi Arabia

APPENDIX 7.1 LOST ND FOUND FORM



استمارة المفقودات
Lost and Found Form

اليوم		الوردية
الوقت		التاريخ

اسم مسجل البلاغ	بيانات المبلغ
رقم الهوية / الاقامة	
رقم الجوال:	
التاريخ : الوقت / / ١٤٢٠	
التوقيع	

المكان	بيانات المبلغ
التاريخ : الوقت / / ١٤٢٠	
أنواع المفقودات	

..... توقيع مسؤول الامن:

مدير الامن

/ الاسم

/ التوقيع

7.2 Lost And Found Receipt Form

Kingdom of Saudi Arabia
hafar al batin health cluster
Maternity and Children Hospital in
Hafar Al Batin

ادارة الامن والسلامة



المملكة العربية السعودية
الجمع الصحي بحفر الباطن
مستشفى الولادة والأطفال
بحفر الباطن

استمارة استلام المفقودات Lost and Found Receipt Form

	اليوم		الوردية
	الوقت		التاريخ

			الاسم	_____
			رقم الهوية / الاقامة	
			رقم الجوال:	
	الوقت	١٤ / /	التاريخ :	
			المواصفات	

اسم المستلم:
التوقيع:

مدير الامن

الاسم /

التوقيع /

9. APPROVAL:

	Name	Title	Signature	Date
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Approved by:	Mr. Fahad Hezam AlShammari	Hospital Director		January 22, 2025