



LICENSING AND ENFORCEMENT DIVISION

INSPECTION OF NEW PREMISES FOR A PHARMACY

Applicant.....

Name of Pharmacy.....

Address.....

Phone Number(s)..... Email address.....

Inspection date..... Name of inspectors.....

Name of Supervisor (s).....

Other staff members.....

.....

(Pharmacist(s), Pharmacy Technician(s), Dispensary Assistants, Interns, OTC Assistants, etc)

Time inspection started..... Time inspection ended.....

Table with 3 columns: Inspection Element, Notes, Inspector's Notes. Rows include Front shop, Premises, Natural lighting, and Artificial lighting.

Storage of medicines	Protection from heat, light and moisture Out of reach of the public	
Floor	Smooth and impervious	
Walls	Painted and washable	
Dispensary	Minimum working space 10 square metres	
Shelving	Washable and painted	
Security	Measures in place to protect medicines e.g. metal grills, alarm system, burglar bars, etc.	
Measuring cylinders	At least one (1) 50ml or 100ml for internal preparations At least one (1) 50ml or 100ml for external preparations Labelling to indicate use	
Measuring balance	Type of balance; identification number	
Mortar and pestle	At least one (1) set	
Counting trays	At least two (2) counting trays	
Refrigerator	Model, colour, identification number	

Thermometer	Identification number; calibration status	
Hand wash facilities	Double stainless steel sink or single stainless steel sink with separate wash hand basin	
Water	Running hot and cold water	
Reference texts	BNF and or Martindale EDLIZ Antiretroviral Therapy Guidelines Any other reference texts	
Legislation	Medicines and Allied Substances Control Act (Chapter 15:03) Medicines and Allied Substances Control (General) Regulations, SI 150 of 1991 Dangerous Drugs Act (Chapter 15:02) Dangerous Drugs Regulations, RGN 1111 of 1975	
Registers	Human allopathic medicines register Complementary medicines register Premises and Persons register	
Recording system	Microfilm, computer, photocopy or patient profile cards or other approved Capturing of repeat prescriptions Back up provided; type of back up	
Dangerous Drug (DD) Cupboard	Fixed and lockable	

DD registers	Bound books	
Toilet facilities	Available within the proximity Good working order	

**\*INSPECTOR’S COMMENTS (WHERE APPLICABLE – USE PROVIDED SPACE, REFERENCE RELEVANT COLUMN FROM ABOVE).**

Column number	Comments

I .....the supervisor of these premises agree with the findings made during this inspection.

Signature.....

Date: .....