



LICENSING AND ENFORCEMENT DIVISION

INSPECTION FOR NEW PREMISES FOR AN INDUSTRIAL CLINIC

- 1.0 Applicant:
2.0 Name of Clinic:
3.0 Address:
4.0 Phone Number(s):
5.0 Email address:
6.0 Inspection date:
7.0 Name of inspectors:
8.0 Class of Clinic:
9.0 Doctor on cover:
10.0 Doctor's Visiting Times:
11.0 Doctor/Nurse in charge on the day:
12.0 Other staff members:

(Other Nurses, Dispensary Assistants, etc)

- 13.0 Time inspection started
14.0 Equipment used (capture the equipment number where applicable):
14.1 Inspection Tablet
14.2 Data Logger
14.3 Measuring Tape
14.4 Raman Spectroscopy
14.5 Other (specify)

15.0 Inspection Element	Notes	Inspector's Notes
15.1 Premises	Cleanliness and tidiness	
15.2 Natural lighting	Visibility within the distance of a metre when lights are switched off	
15.3 Artificial lighting	Visibility within the distance of a metre when lights are switched on	
15.4 Storage of medicines	Protection from heat, light and moisture Out of reach of the public	
15.5 Floor	Smooth and impervious	
15.6 Walls	Painted and washable	
15.7 Shelving	Washable and painted	

15.8 Security	Measures in place to protect medicines e.g., metal grills, alarm system, burglar bars, etc.	
15.9 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	
15.10 Counting trays	At least two (2) counting trays	
15.11 Refrigerator	Model, colour, identification number	
15.12 Thermometer	Identification number; calibration status	
15.13 Hand wash facilities	Double stainless steel sink or single stainless steel sink with separate wash hand basin	
15.14 Water	Running hot and cold water	
15.15 Reference texts	BNF and or Martindale EDLIZ Antiretroviral Therapy Guidelines Any other reference texts	
15.16 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	

15.17 Registers	Human allopathic medicines register Complementary medicines register Premises and Persons register	
15.18 Recording system	Microfilm, computer, photocopy or patient profile cards or other approved Capturing of repeat prescriptions Back up provided; type of back up	
15.19 Dangerous Drug (DD) Cupboard	Fixed and lockable	
15.20 DD registers	Bound books	
15.21 Toilet facilities	Available within the proximity Good working order	

16.0 INSPECTOR'S COMMENTS (WHERE APPLICABLE – USE PROVIDED SPACE, REFERENCE RELEVANT COLUMN FROM ABOVE).

Column number	Comments

Column number	Comments

17.0 Time Inspection Ended:

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

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Signature

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Date