



LICENSING AND ENFORCEMENT DIVISION

INSPECTION OF NEW PREMISES FOR A PHARMACY

- 1.0 Applicant.....
2.0 Name of Pharmacy.....
3.0 Address.....
4.0 Phone Number(s)..... 5.0 Email address.....
6.0 Inspection date.....7.0 Name of inspectors.....
8.0 Name of Supervisor (s).....
9.0 Other staff members.....
(Pharmacist(s), Pharmacy Technician(s), Dispensary Assistants, Interns, OTC Assistants, etc)
10.0 Time inspection started.....
11.0 Equipment used (capture the equipment number where applicable):
11.1 Inspection Tablet.....
11.2 Data Logger.....
11.3 Measuring Tape.....
11.4 Raman Spectroscopy.....
11.5 Other.....(specify)

Table with 3 columns: 12.0 Inspection Element, Notes, Inspector's Notes. Rows include 12.1 Front shop and 12.2 Premises.

12.3 Natural lighting	Visibility within the distance of a metre when lights are switched off	
12.4 Artificial lighting	Visibility within the distance of a metre when lights are switched on	
12.5 Storage of medicines	Protection from heat, light and moisture Out of reach of the public	
12.6 Floor	Smooth and impervious	
12.7 Walls	Painted and washable	
12.8 Dispensary	Minimum working space 10 square metres	
12.9 Shelving	Washable and painted	
12.10 Security	Measures in place to protect medicines e.g. metal grills, alarm system, burglar bars, etc.	
12.11 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	
12.12 Measuring balance	Type of balance; identification number	
12.13 Mortar and pestle	At least one (1) set	

12.14 Counting trays	At least two (2) counting trays	
12.15 Refrigerator	Model, colour, identification number	
12.16 Thermometer	Identification number; calibration status	
12.17 Hand wash facilities	Double stainless steel sink or single stainless steel sink with separate wash hand basin	
12.18 Water	Running hot and cold water	
12.19 Reference texts	BNF and or Martindale EDLIZ Antiretroviral Therapy Guidelines Any other reference texts	
12.20 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	
12.21 Registers	Human allopathic medicines register Complementary medicines register Premises and Persons register	

12.22 Recording system	Microfilm, computer, photocopy or patient profile cards or other approved Capturing of repeat prescriptions Back up provided; type of back up	
12.23 Dangerous Drug (DD) Cupboard	Fixed and lockable	
12.24 DD registers	Bound books	
12.25 Toilet facilities	Available within the proximity Good working order	

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

Column number	Comments

Column number	Comments

14.0 Time inspection ended:

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

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Signature

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Date