



LICENSING AND ENFORCEMENT DIVISION

CHECKLIST FOR AN INSPECTION FOR VETERINARY MEDICINE GENERAL DEALER

- 1.0 Permit Holder:**
- 2.0 Name of VMGD:**
- 3.0 Address:**
- 4.0 Phone Number(s):**
- 5.0 Email address (es):**
- 6.0 Supervisor (*responsible person*):**
- 7.0 Inspection date:**
- 8.0 Name of inspectors:**
- 9.0 Other Staff Members:**
- 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)

12.0 Inspection Element	Notes	Inspector's Notes
12.1 Permits	Display of permit Validity of permit	
12.2 Premises	Cleanliness and tidiness Free from rodents, vermin, birds, pets and pests.	

12.3 Natural lighting	Visibility within the distance of a meter when lights are switched off	
12.4 Artificial lighting	Visibility within the distance of a meter when lights are switched on	
12.5 Storage of medicines	Protection from heat, light and moisture Out of reach of the public Medicines on the floor Are medicines correctly stored in the drug store/ warehouse? a. Internal and external preparation separated b. Orderly c. On pallets/shelves	
12.6 Storage of unregistered medicines	Are there unregistered medicines and where are they kept? ie dispensary, shelves, Boxes, office etc. Invoices to account for purchase of unregistered medicines. Were where the unregistered medicines bought licensed with MCAZ? (if the source is unlicensed collect evidence of sell/ dispensing of the medicines) Evidence of purchasing from unauthorized sources (take photographs/ copies of dispensing records, sales receipts etc)	

12.7 Expired Medicines	Expired medicines among saleable stock (<i>if yes confiscate and note the location of the medicines</i>) Evidence of sell of expired medicines (<i>Take photographs/ copies of dispensing records, sales receipt , etc</i>)	
12.8 Sale of medicines	Medicines being sold in their original packs/ containers.	
12.9 Cold chain maintenance	Are there any ice- packs for use in transit cold chain maintenance by customers (<i>end user</i>)	
12.10 Counterfeit Medicines	Are there any counterfeit/suspected counterfeit medicines?	
12.11 Security <i>(take note of the premises` operating hours)</i>	Measures in place to protect medicines e.g. metal grills, alarm system, burglar bars, etc.	
12.12 Refrigerator	Model, colour, identification number Clean and free from mold Any food items stored in the refrigerator. Is the temperature monitoring device functional (<i>note the temperature at the time of the inspection and compare with the inspection data logger) and record</i>)	

12.13 Power supply	Backup in case of power cuts Ice packs for power cuts during after-hours (<i>if they use cold chain products</i>) specify	
12.14 Thermometer	Identification number; calibration status	
12.15 Legislation	Medicines and Allied Substances Control Act (Chapter 15:03) Medicines and Allied Substances Control (General) Regulations, SI 150 of 1991	
12.16 Registers	Access to the online premises and veterinary medicines register on the MCAZ website	
12.17 Recording system	Microfilm, computer, manual recording system Back up provided; type of back up	
12.18 Toilet facilities	Available within the proximity Good working order	
12.19 Other	Operating with lapsed license Unregistered medicines Purchasing from unlicensed sources Expired Medicines	

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

Column number	Comments

14.0 Time Inspection Ended:

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

Signature: Date: