



LICENSING AND ENFORCEMENT DIVISION

CHECKLIST FOR AN INSPECTION REPORT FOR PUBLIC INSTITUTIONS/ CLINICS AND HOSPITALS

- 1.0 Name of institution:
- 2.0 Address:
- 3.0 Phone Number(s):
- 4.0 Email address (es):
- 5.0 Inspection date:
- 6.0 Names of inspectors:
- 7.0 Type of inspection (*delete inappropriate*) ROUTINE/INVESTIGATIVE
- 8.0 Name of Supervisor (s):
- 9.0 Other staff members:
.....
.....
(*Pharmacist(s), Pharmacy Technician(s), RGN(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)

12.0 Inspection Element	Notes	Inspector's Notes
12.1 Dispensary	Adequate supervision of the dispensary	
12.2 Premises	Cleanliness and tidiness	
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 Out of reach from unauthorized personnel in the absence of the supervisor. Medicines on the floor	
12.6 Pre-packs	Pre-packs clearly labelled (<i>expiry dates and medicines details</i>)	
12.7 Floor	Smooth and Impervious	
12.8 Security	Measures in place to ensure the premises are secure ; i. Security Guard (take note of the availability) ii. Metal grills iii. Alarm systems iv. Burglar bars v. Other measures not listed.(<i>state</i>)	

12.9 Measuring Cylinders	Number of measuring cylinders. (At least one 50ml or 100ml cylinder for internal preparations) At least one 50ml or 100ml cylinder for external preparations) Are the measuring cylinders clearly labelled for internal and external use	
12.10 Measuring balance	Type of balance; identification number	
12.11 Mortar and pestle	At least one (1) set	
12.12 Counting trays	At least two (2) counting trays	
12.13 Refrigerator	Refrigerator used for storing cold chain medicines Clean and free from molds Food Items in the refrigerator	
12.14 Temperature Monitoring Device	Is the temperature monitoring device functional (note the temperature at the time of the inspection) ^{0C} Appropriate filing of temperature monitoring records.	

12.15 Backup	Backup power supply in case of power cuts Ice packs during after-hours	
12.16 Hand Wash Facilities	Double Stainless Steel Sink Single stainless steel sink with separate wash hand basin	
12.17 Water Supply	Provision of running hot and cold water	
12.18 Control of Materials	Unapproved unregistered medicines Invoices to account for purchase of unapproved unregistered medicines Source of unapproved unregistered medicines licensed/ approved by MCAZ	
12.19 Recording System	Stock recording system in place	
12.20 Expired medicines	Are there expired medicines /medical devices among saleable stocks (<i>note the location of the medicines</i>)	
12.21 Sell of expired medicines	Evidence of sell of expired medicines (<i>take photographs/copies of dispensing records, sales receipt, etc</i>)	
12.22 Legislation and reference texts	Availability of the following: i. EDLIZ ii. Standard Anti-Retroviral Therapy Guidelines iii. Any other reference	

	text Completed set of statutes and they up to date: i. Medicines and Allied Substances Control Act (Chapter 15:03) ii. Medicines and Allied Substances Control (General) Regulations, SI 150 of 1991 iii. Dangerous Drugs Act (Chapter 15:02) iv. Dangerous Drugs Regulations, RGN 1111 of 1975	
12.23 Prescription Recording System	The type of prescription recording system is used on the premises. Satisfactory prescription recording system for repeat prescription.	
12.0 Back Up	The type of back- up system for the recording system.<i>(if the electronic system is used)</i> How often is the system backed up. <i>(verify)</i>	
12.25 Retention of records	Are records being kept for 5 years?	
12.5 Dangerous Drug and Part 1A Psychotropic Recording System	Fixed and lockable Dangerous Drugs <i>(if not take clear pictures of the records)</i>	
12.26 Registers	Bound Books <i>(if no collect copies or clear pictures of the records)</i>	

	Recording transactions within 24 hours in the register	
12.27 Physical stock	Physical stock tallying with the recorded quantities (<i>if not what are the discrepancies</i>)- (<i>collect copies or clear pictures of the records</i>) Cancellation and Obliterations	
12.28 Toilet Facilities	Availability and accessibility of Toilet facilities	
12.29 Other	Shortcomings noted in the last inspection i. Purchasing from unlicensed sources ii. Expired medicines iii. Poor recording and stock taking DDs or Part 1A Psychotropics iv. Structural issues eg sink floors, etc v. Inadequate Equipment	

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: