

Pharmacy Inspection Checklist- Final

Name of the Pharmacy: _____

Date of Inspection: ___/___/_____

Ref.	Description	Yes	No	N/A	Remarks
12	Pharmacy General Considerations				
12.1	Pharmacy is located on the ground floor & may be located on a higher floor if it is within a commercial center or mall				
12.2	Pharmacy site do not have any passage or exit connected to a residence or clinic or any other services not related to the pharmacy; except pharmacies located in commercial centers or malls, and can have more than one door.				
12.3	A display board showing the pharmacy working hours & the pharmacy shifts' schedules (if applicable) is available				
12.5	Consideration is given to provide access to special needs customers				
12.8	Pharmacy enforces a strict "No smoking" policy within the pharmacy premises				
13	Pharmacy Design Requirements				
13.1	Pharmacy space requirements depends on the quantities of medicines & supplies available in the pharmacy but is not less than 30 square meters				
13.2	Minimum ceiling height is not be less than 2.70 m (8 feet 8 inches)				
13.3	Pharmacy has adequate lighting sources				
13.4	Wall finishes are washable, moisture-resistant & smooth. Wall finish treatments do not create ledges or crevices that can harbour dust & dirt				
13.5	Selected flooring surfaces are slip-resistant, easy to maintain, readily cleanable, & appropriately wear-resistant for the location. Highly polished flooring is avoided				
13.6	Joints for floor openings for pipes & ducts are tightly sealed				
13.7	Pharmacy includes the following main areas:				
13.7.1	General sales area				
13.7.2	Dispensing counter				
13.7.3	Storage area				

13.7.4	Patient consultation area (optional).				
13.7.5	Office with pantry (optional).				
13.7.6	Medication preparation area (if applicable)				
13.8	Pharmacy cabinets are provided to display & store medications appropriately. The medication display cabinets are kept clean & orderly at all times Cabinet includes the following:				
13.8.1	Cabinets for Prescription Only Medication (POM), such cabinets are provided to display & medications, public access to such cabinets is limited				
13.8.2	-A special lockable cabinet(s) are provided to keep (CD & SCD medications). -Cabinet(s) is/ (are) placed away from the general sales area & is inaccessible to the public. -The cabinet must be designated by a label				
13.8.5	Dedicated area to maintain official documents such as federal laws, DHA guide, & pharmaceutical references with folder for official circular. If the pharmacy uses electronic information system, access to such documents is insured				
13.9	Communication devices such as telephone, fax, scanner, & computer are provided. Access to internet is required				
13.10	Providing proper air conditioning to keep the temperature inside the pharmacy 25 degrees Celsius or below				
13.11	Public source of water is provided with hand wash basin made of porcelain, stainless steel or any other non-rusting material				
13.12	Wall mounted liquid soap dispenser is next to the hand wash basin with wall mounted paper towel & educational material on hand washing technique				
13.13	Trash containers for regular waste & other ones for medical waste are available				For hospitals
13.14	Aseparate medication preparation area may be provided through a partition which may include an independent basin form any other basin used for regular hand washing				For hospitals
13.15	Power supply with sufficient electrical outlets for the pharmacy equipment				
13.16	First aid kit is labeled & provided in the pharmacy				
13.17	Provide appropriate warring signs & labels				

13.19	Pharmacy maintains fire extinguishers & fire protection equipment as per the Dubai Civil Defense requirements				
13.20	A refrigerator is dedicated for storing pharmaceutical products only				
13.21	A freezer is available to store vaccines or pharmaceutical products that need to be kept in temperatures below 2 degrees Celsius (if the pharmacy is dealing with vaccines)				

Inspectors: (Name & Signature)

1. _____
2. _____
3. _____
4. _____