

	DOCUMENT NAME	DOCUMENT NUMBER
	STOCK RECONCILIATION - SCHEDULE 5 & 6 MEDICINES	

VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

Standard: 2.3.1.1.3.1

Assessment Type: Observation (Reconciliation)

Risk Rating: Vital Measure

 Instructions:

- Randomly select **three Schedule 5 or 6 medicines** from the controlled drug storage.
- Cross-check the **physical count** with the **balance recorded in the drug register**.
- If all three medicines match the register balances, score **1**.
- If **any one** does **not** match, score **0**.
- Use **N/A** if the practice does not stock S5/S6 medicines.

 Reconciliation Table

Medicine Name Schedule Strength & Form Quantity in Register Physical Count Match (Yes/No) Comments

- 1.
- 2.
- 3.

 Scoring Summary

Total Matches Out of 3 Compliance Status

 **Score 1 if all match** /  **Score 0 if any do not**

 Notes:

- Minor discrepancies (e.g., incorrect running balance, unclear handwriting) must be documented and corrected immediately.
- All **stock movements** should be reflected immediately in the register.
- Any mismatch may indicate a **risk to patient safety or regulatory non-compliance**.

Auditor Name & Title: _____

Signature: _____

Date of Audit: _____