

	DOCUMENT NAME	DOCUMENT NUMBER
	STORE & MANAGEMENT OF MEDICINES	

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

Here's a comprehensive **Good Pharmacy Practice (GPP) Observation Checklist** for auditing the **storage and management of medicines** in line with:

- Pharmacy Act 53 of 1974
- Medicines and Related Substances Act 101 of 1965
- Good Pharmacy Practice (South Africa)

GPP Medicine Storage & Management Compliance Checklist

Standard: 2.3.1.1.4.1 – Storage and Management of Medicines

Assessment Type: Observation

Risk Rating: Vital Measure

Instructions:

Inspect the medicine storage areas (e.g., dispensary, cupboard, medicine trolley) and evaluate compliance with each of the listed Good Pharmacy Practice requirements.

Score:

- 1 = Compliant
- 0 = non-compliant
- N/A = Not applicable

Checklist Table

No.	Observation Aspect	Score (1/0/N/A)	Comments
1	Shelves/cupboards/trolleys allow for medicine rotation (e.g., FEFO method)		E.g., "Older stock at front"
2	Storage units are clean and free of dust/debris		Include visible hygiene status
3	Medicines are stored by classification system (e.g., formulation, A-Z)		Specify classification used
4	Security and access control is present (locked, restricted access)		Lockable cabinet or room
5	There is a system to track and prevent expiry		E.g., Expiry log, colour-coded labels
6	No expired medicines are found during inspection		List expired meds if any

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No.	Observation Aspect	Score (1/0/N/A)	Comments
7	Medicines are not stored on the floor		Pallet or shelf elevation confirmed
8	Temperature monitoring is recorded daily		Request records for last 3 months
9	Temperature in storage area is between 15–25°C		Confirm thermometer reading/log

Scoring Summary

Total Compliant Items Out of 9 Compliance %

9

Documentation to Review:

- Daily **temperature log sheets** (at least 3 months)
- **Expiry tracking logs** or systems used
- Evidence of **medicine classification system**

Common Non-Compliance Risks:

- Expired medicines not removed promptly
- Inconsistent temperature logging
- Open or unsecured medicine cupboards
- Medicines placed on floors or in disorganised fashion

Auditor Name & Title: _____

Signature: _____

Date: _____