

	DOCUMENT NAME	DOCUMENT NUMBER
	MEDICINE AVAILABILITY CHECKLIST	

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

Assessment Type: Observation

Risk Rating: Vital Measure

 Instructions:

Observe and verify that **essential medicines** required for day-to-day clinical care are available, not expired, and stored appropriately.

 Observation Points

Observation Criteria	Yes (1) / No (0)	Comments
1. Essential medicines are physically available in the practice		
2. Medicines are within expiry date		
3. Medicines are stored in accordance with manufacturer instructions (e.g., temperature, security)		
4. There is no visible stockout or backorder affecting service delivery		

 Scoring Summary

Total Score **Max Score** **Compliance %**

4

 Additional Comments / Recommendations

- List any **missing essential medicines** and the reason for the shortage.
- Note whether **reorder processes** are in place if stocks are low.
- Include expiry dates of critical medicines as evidence.

Auditor Name & Title: _____

Signature: _____

Date: _____