Pharmacy Compounding Checklist

Quality Control

DATE	RX / ORDER NUMBER	PATIENT NAME	PREPARATION NAME	QUANTITY TO PREPARE
____ / ____ / _____				

FORMULA VERIFICATION

- [ ] Master formula sheet on file
- [ ] Calculations checked by pharmacist
- [ ] Ingredients compatible
- [ ] Beyond-use date determined

EQUIPMENT

- [ ] Balance calibrated and zeroed
- [ ] Mortars, pestles, spatulas clean
- [ ] Graduated cylinders appropriate size
- [ ] Mixing equipment clean

INGREDIENTS

- [ ] Each ingredient identified (name, lot, expiry)
- [ ] No expired ingredients used

Weights and volumes recorded

- [ ] Ingredient verification by second person

COMPOUNDING PROCEDURE

- [ ] Procedure followed per master formula
- [ ] Mixing order correct
- [ ] Adequate mixing / trituration achieved
- [ ] Final volume or weight correct

QUALITY CHECKS

- [ ] Appearance acceptable (colour, consistency)
- [ ] pH checked (if required)
- [ ] Weight or volume verification
- [ ] No foreign matter observed

LABELLING & PACKAGING

- [ ] Label: patient name correct
- [ ] Label: preparation name and strength
- [ ] Label: directions for use
- [ ] Label: beyond-use date
- [ ] Label: storage conditions
- [ ] Appropriate container selected

Go digital with Miratag

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.

Scan to use it free

SIGN-OFF

Compounded by (technician) _____

Checked by (pharmacist) _____

Lot number assigned _____

Notes

Go digital with Miratag

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.

Scan to use it free