

Pharmacy Daily Opening Checklist

Daily Operations

PHARMACY	DATE ___ / ___ / _____	PHARMACIST ON DUTY
----------	---------------------------	--------------------

CONTROLLED SUBSTANCES

- Safe / cabinet opened and inspected
- Schedule II count matches closing log
- Schedule III-V spot count completed
- Any discrepancies found No discrepancies Discrepancy — reported
- Controlled substance register signed

Verifying pharmacist _____

REFRIGERATION & STORAGE

Vaccine fridge temperature _____ °C 2–8°C

Vaccine freezer temperature (if applicable) _____ °C ?25 to ?15°C

Medication fridge temperature _____ °C 2–8°C

- Temperature logger readings within range
- No temperature excursions overnight
If excursion detected, quarantine affected stock and report

DISPENSING SYSTEMS

- | | |
|---|---|
| <input type="checkbox"/> Dispensing software logged in and online | <input type="checkbox"/> Automated dispensing cabinet (if fitted) |
| <input type="checkbox"/> Label printer working, labels loaded | <input type="checkbox"/> Prescription baskets / trays clear |
| <input type="checkbox"/> Barcode scanner functioning | <input type="checkbox"/> Awaiting-collection shelf organised |

STOCK & EXPIRY

- | | |
|---|---|
| <input type="checkbox"/> Short-dated items checked (next 30 days) | <input type="checkbox"/> Critical stock shortages noted |
| <input type="checkbox"/> Expired stock removed from shelves | <input type="checkbox"/> OTC display shelves tidy and stocked |
| <input type="checkbox"/> Stock delivery received and checked in | <input type="checkbox"/> Recall notices reviewed and actioned |

CONSULTATION & CUSTOMER AREA

- | | |
|---|---|
| <input type="checkbox"/> Consultation room clean and private | <input type="checkbox"/> Waiting area clean, seating available |
| <input type="checkbox"/> Blood pressure monitor / screening tools ready | <input type="checkbox"/> Customer-facing screens on and updated |

SIGN-OFF

 Pharmacy ready to open Yes No — issues to resolve

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 view

Pharmacist signature _____

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 view