



Housekeeping Audit Check Sheet for Dispensary

(Ref. [SOP QMS-105](#))

Area Audited					Comments
Audit Date					
Week	Wk1	Wk2	Wk3	Wk4	
GMP ITEMS (Dispensary Booths-grade C)	Comply ✓ Yes Or X No				
Personnel wearing uniforms as stated in SOP MAN-005 relative to Grade C requirements.					
Change rooms tidy and well stocked.					
Dispensary bays are clean and tidy.					
Machine surfaces and glass are clean.					
70% IPA bottles labelled and within expiry.					
Computer terminals clear.					
No materials present that infringe on EG/C restrictions (eg wood).					



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GMP ITEMS (Grade C & D)	Comply ✓ Yes Or X No	Comments			
Equipment and trolleys are stored in designated areas when not in use.					
Areas clean and tidy – free of chemical residue, spills and excess materials.					
Area waste bins are not overflowing.					
Waste bins are used for appropriate materials only.					
Entries into logbooks are complete and in permanent blue or black ink.					
Corrected entries in logbook over last week have a single line through the entry, initialled and dated.					



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Audit Date					
Week	Wk1	Wk2	Wk3	Wk4	
GMP ITEMS (Grade D)	Comply ✓ Yes Or X No	Comments			
Personnel wearing uniform as stated in SOP MAN-005. Hair is covered, sleeves covering arm, top opening closed, no jewellery other than small sleepers.					
All Raw Materials are clearly labelled and stored neatly.					
Pathways clear from equipment not in use.					
Forklift charging bay is accessible.					
Refrigerators tidy and all products labelled.					
Washroom clean and equipment stored on racks when not in use. Sink area free of excess water.					
Weekly cycle counts performed and logged in Cycle count folder.					



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SOPs	Comply ✓ Yes Or X No				
SOP Files are accessible and filed alphanumerically.					
Superseded versions have been returned to Technical (this includes those stored inside sterile).					
ENVIRONMENTAL, HEALTH AND SAFETY	Comply ✓ Yes Or X No	Comments			
All fire/emergency exits are clear.					
Fire extinguishers and hoses visible and accessible.					
All fire extinguishers in test (Tested 6 monthly).					
Personnel wearing safety glasses and gloves when using 70% IPA.					
Safety equipment worn and used correctly for the appropriate tasks.					

ENVIRONMENTAL, HEALTH AND SAFETY	Comply ✓ Yes Or X No	Comments			
Pallet lifting devices stored away from traffic areas.					
Safety signs are clearly visible.					
Emergency wash stations are unimpeded and are working.					



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All acids are stored in the "Oxidising Agent" cupboard in the ACIDSTORE.					
Spill station control kit is accessible and clearly labelled.					

AREA(S) AUDITED				
Audit Date				
Week	Week 1	Week 2	Week3	Week 4
Shift				
Auditor (Please Print Name)				
Auditor Signature				
Date				
Manager Signature				
Date				

COMPLETED FORMS ARE TO BE SENT TO TEAM QA AT THE END OF THE MONTH