



MINIMUM REQUIREMENTS FOR VETERINARY MEDICINE STORE

A. SUBMISSION REQUIREMENTS FOR A VETERINARY MEDICINE STORE

1. A completed, filled, signed and stamped application form for registration of premises
2. Premises layout and sketch
3. A copy of taxpayer identification number issued by MRA
4. Copy of certificate of Veterinary personnel.
5. Signed contract or commitment letter from the full time personnel
6. A copy of business registration from Registrar of businesses
7. A copy of payment receipt from PMRA

B. PREMISES

- 1.1 The premises should be constructed and maintained so as to protect the medicines from weather, ground seepage and the entrance and harboring of vermin and pests.
- 1.2 The premises should be maintained in a good state of repair. The condition of the buildings should be reviewed regularly, and repairs effected where necessary. Special care should be exercised to ensure the building; repair or maintenance operations do not hazard the products.
- 1.3 The premises should suit the operations to be carried out, allow efficient flow of work and permit effective communication and supervision.
- 1.4 Floors and walls should be free from cracks and made of impervious materials for easy cleaning.
- 1.5 The building should be effectively lit and properly ventilated.
- 1.6 The building should be adequately secure with no access to unauthorized persons.
- 1.7 Space should adequate to allow easy communication and supervision of operations, Note: Size not less than 15 square Meters with one side not less than 3 m and height about 2.5m.
- 1.8 Toilets should be well ventilated and should not open directly to the medicine store.

- 1.9 The store should have adequate shelving for medicines.
- 1.10 Medicines and other supplies should be arranged on shelves in an orderly manner.
- 1.11 The store should be provided with temperature control mechanisms like fans and or air conditioners.
- 1.12 Storeroom should be provided with firefighting equipment (fire extinguisher, steel bucket of sand).
- 1.13 Expired medicines should not be on the shelves.
- 1.14 No unregistered medicines should be kept in stock or dispensed.

C. Records

- 2.1 Records of sources of medicinal products, receipt of goods should be available on file.
- 2.2 Records of stock movement and balances available for each medicinal product e.g. tally cards or bin cards

D. Human Resources

- 3.1 A store should be managed and supervised by a full time veterinary professional.
- 3.3 Other suitably qualified staff may also be employed to assist the supervisor.
- 3.4 Security watchmen should be deployed.

E. Equipment and reference books

- 4.1 Refrigerators in good working conditions (for medicines needing refrigeration) must be provided.
- 4.2 A disposal of waste should be provided.
- 4.3 Current editions of publications must be made available-
 - PMRA Act and PMRA Regulations
 - Veterinary reference books