



## **MINIMUM REQUIREMENTS FOR MEDICINE STORE**

### **A. SUBMISSION REQUIREMENTS FOR A 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 registration of the pharmacy personnel with PMRA.
5. PMRA copy of valid practicing certificate of the pharmacy personnel (Pharmacist, Pharmacy technician or Pharmacy assistant)
6. Signed contract or commitment letter from the full time pharmacy personnel
7. A copy of business registration from Registrar of businesses
8. 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 provide sufficient to 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 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 medicine store should be managed and supervised by a full time registered pharmacy personnel or a veterinary professional if it is for animals.

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 Measuring cylinders for dispensing reconstituted powders must be made available.

4.2 Refrigerators in good working conditions (for medicines needing refrigeration) must be provided.

4.3 Medicines counting trays for tablets and capsules must be provided.

4.4 Dispensing packs/pill bags or containers must be available.

4.5 A disposal of waste should be provided.

4.6 Current editions of publications must be made available-

- British National Formulary.
- Malawi Standard Treatment Guidelines.
- PMRA Act and PMRA Regulations