

## **Critical Observations to be made while inspecting Retailsale and Wholesale premises.**

- 1) Whether the drugs sale licences are displayed in a prominent place in the part of the premises open to the public.
- 2) Drugs sale licences held by the firm and its validity.
- 3) Constitution of the firm.
- 4) Qualified person of the firm as per licences present at the time of inspection and the sale of drugs is being done under his supervision in case of retail sale licences.
- 5) Approved competent person of the firm as per licences present at the time of inspection and the sale of drugs is being done under supervision in case of wholesale licence.
- 6) In case of retail sale, the supply of drugs are being made on the prescription of R.M.P. and the sale bills of the drugs against the prescription are being issued by licensee, the sale bill shall contain Sr. No. Of entry, date of supply, name & address of the prescriber, name & address of the patient, in case of animals drugs name of the owner, name of the manufacturer of drugs, batch No. and the date of expiry in case of schedule C and schedule H drugs and the signature of qualified person at the end of the bill under whom supervision the drugs has been sold.
- 7) In case of wholesale, the cash-credit memo with respect to wholesale bills shall contain date of sale, name & address of the licensee to whom sold and drugs sale licences No., in cash of sale to an authority purchasing on behalf of Govt. / Hospital/ Education Institution/ R.M.P., the bill shall be issued in their name. The name, quantity, batch number, manufacturer name etc. of the drug. The sale shall be affected under the signature of approved competent person. The purchase order shall be preserved by the licensee.
- 8) The purchase records/ bills shall be Sr. No. maintained by the Licensee in a chronological order both by the retail sale and wholesale licensee.
- 9) During inspection a proper inventory of the drugs shall be examined in order to detect the contraventions with respect to purchase & sale of the potent drugs i.e. purchased quantity of drugs of particular batch number, stock in hand (to be physically examined) and the corresponding sales, if the above noted three figures are not comparable then certainly there is a contravention either of one of item. Maintaining of such records is the requirement of the rules and such records shall be produce by the licensee for inspection on demand of the Inspector.
- 10) No drugs shall be sold or stocked by the licensee after the date of expiry of potency recorded on its container. If expired drugs are required to be returned to

manufacturer or dealer, these should be stocked separately and shall be labelled with words 'not for sale'.

- 11) No drugs which bear on its label physician sample not for sale shall not be stocked by licensee or the drugs those bears the words State Govt. Supply, Central Govt. Supply etc. shall not be stocked by licensee.
- 12) The drugs like vaccines & seras for e.g. Insulin, Anti-rabies vaccines, Tetanus Toxoid medicines, some hormonal preparation those are liable to degradation at higher temperature shall be stored in refrigerator. So refrigerator or cooler shall be kept by the licensee.