



PHARMACY, MEDICINES & POISONS BOARD

**MINIMUM
REQUIREMENTS FOR A
MEDICINE STORE
BUSINESS**

Draft September 2015

1. SUBMISSIONS

1. Make an application for registration of medicine store with PMPB using form (PMPB/INS-FORM/01).
2. Submit copy of certificate of registration from the Registrar of Companies.
3. Submit details of the full time pharmacy personnel:
(A recent annual practicing certificate from Pharmacy, Medicines and Poisons Board, or proof of payment for retention in the applicable register).
4. Submit evidence of payment of application/registration of premises with PMPB

2. PREMISES

1. The premises should be constructed and maintained so as to protect the medicines from weather, ground seepage and the entrance and harbouring of vermin and pests.
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 that the building is repaired and maintained without operations affecting the quality of the products.
3. The premises should provide sufficient space to suit the operations to be carried out, allow efficient flow of work and permit effective communication and supervision.
4. The premise should have a minimum size of 9 square meters, with one side at least 2.5 meters. The premises can just have one additional room for bulk storage.
5. Floors and walls should be free from cracks and made of impervious materials for easy cleaning.
6. The premises should have a ceiling that should not leak. Minimum height should be 2.5 meters.

7. The building should be effectively lit and properly ventilated with adequate
8. Windows of good design and suitable size.
9. The building should be adequately secure.
10. Toilets should not open directly into the medicine store.
11. The store should have adequate shelving for medicines, properly arranged (refer to appendix).
12. Medicines and other medical supplies should be arranged on shelves in an orderly manner.
13. The store should be provided with temperature control mechanisms like fans and or air conditioners.
14. Medicine store should be provided with fire fighting equipment (fire extinguisher, steel bucket of sand).
15. Expired medicines should not be on the shelves.
16. No unregistered medicines should be kept in stock or dispensed.

3. EQUIPMENT AND REFERENCE BOOKS

1. Refrigerators in good working conditions (for medicines needing refrigeration) must be provided.
2. Medicines counting trays for tablets and capsules must be provided.
3. Dispensing packs/pill bags or containers must be available.
4. A disposal of waste should be provided.
5. Current editions of publications must be made available ie.
 - Malawi National Formulary.
 - Malawi Standard Treatment Guidelines.
 - PMPB Act and PMPB Regulations

4. RECORDS

1. Records of sources of medicinal products, receipt of goods should be available on file.

2. Records of stock movement and balances available for each medicinal.
3. Product e.g. tally cards or bin cards
4. To stock drugs from **P** and **GSL** lists and not prescription medicines

5. HUMAN RESOURCES

1. A Medicine store should be managed by a full time registered Pharmacy professional (pharmacy assistant, pharmacy technician, or pharmacist).
2. Security watchmen should be deployed.