

VACCINE STORAGE AUDIT TOOL

Audit procedure

- Work through each of the questions below and tick box, yes or no as appropriate.
- If you have ticked all **white** boxes then the audit is complete and no further action is needed.
- If you have ticked any boxes that are shaded **grey** it means that you are not following national cold chain guidance and action must be taken in order to be compliant. See below as where to locate guidance.
- Set a time scale to address the action and then perform the audit again.
- This tool should be used in conjunction with Immunisation Against Infectious Diseases, (The Green Book 2006), chapter 3, Storage, distribution and disposal of vaccines and the individual Summaries of Product Characteristics (SmPC's) that are supplied by the manufacturers of the vaccines.
- A record of this audit should be kept. Audits should be completed annually.

Policy & Procedures	YES	NO
1. Does the practice have an up to date cold chain policy (reviewed within the last two years) that is accessible to all staff?		
2. Have all staff handling vaccines, from receipt to administration, been trained to follow policies to ensure cold chain compliance?		
3. Is there one trained individual, with at least one trained deputy, responsible for the receipt and storage of vaccines and the recording of temperatures?		
Ordering and monitoring of stock	YES	NO
4. Are vaccines ordered by the designated person(s) described above?		
5. Are vaccine stocks monitored prior to ordering?		
6. Is there more than four weeks supply of vaccine in the refrigerator? (excluding influenza vaccine)		
7. Are the expiry dates of vaccines monitored and close to expiry stock clearly labelled?		
8. Is out-of-date stock clearly labelled, removed from the refrigerator and destroyed promptly?		
Receipt of vaccines	YES	NO
9. Are vaccines checked against the order for discrepancies and leakage or damage before signing for them?		
10. Is there a procedure for recording the date and time at which vaccine types, brands, quantities, batch numbers and expiry dates were received?		
11. Are vaccines refrigerated immediately on receipt?		
Vaccine refrigerator (if several fridges are used only tick white box if it applies to all)	YES	NO
12. Is the refrigerator specialised for the storage of pharmaceutical products?		
13. Is the refrigerator of adequate size to store correctly the volume of vaccines required, including during times of increased demand, e.g. annual influenza programme?		

VACCINE STORAGE AUDIT TOOL

14. Is anything other than vaccines stored in the refrigerator (including specimens, food & drink)?		
15. Is the refrigerator either both lockable and locked or in a locked room?		
16. Is the refrigerator properly ventilated and not located near any heat source, e.g. radiator, window?		
17. Is the electricity supply safe, e.g. switchless plugs or cautionary notices in place?		
18. Are there arrangements in place in the event of a refrigerator failure or power cut including back up facilities?		
19. Are there records of regular servicing, defrosting and cleaning as per manufacturers recommendations?		
20. Is there an approved cool box with appropriate temperature monitoring or alternative refrigerator available to store vaccines during servicing, defrosting and cleaning?		
21. Are vaccines stored in the door, bottom drawers or adjacent to the freezer plate?		
Refrigerator thermometers	YES	NO
22. Is the temperature continually monitored with a maximum– minimum thermometer?		
23. Are the minimum, maximum and actual temperatures in the refrigerator monitored and recorded at least once each working day?		
24. Are temperature records readily accessible and retained until the next audit?		
25. Is the calibration of thermometers checked annually? (Ensures they are working correctly?)		
26. Are thermometers reset according to the manufacturer's guidance?		
Storage of Vaccines	YES	NO
27. Do you minimise refrigerator door opening during immunisation clinics?		
28. Are vaccines ever left at room temperature during immunisation clinics?		
29. If you need to transport vaccines to outlying clinics, schools etc. do you use validated cool boxes with maximum-minimum thermometers and ice packs? (complete as appropriate)		
Audit completed by (Print Name, Position & Sign)	Date	
Further action required	YES	NO
If action required, record details of action plan here (use continuation sheet as necessary)		