

# SOP: Pharmacy Inventory Record-Keeping and Audit Trails

This SOP details the procedures for **pharmacy inventory record-keeping and audit trails**, encompassing the accurate documentation of stock levels, transaction recording, periodic inventory audits, discrepancy identification, and regulatory compliance. The objective is to maintain precise and transparent records of pharmaceutical supplies to ensure accountability, prevent stockouts or overstocking, and support effective inventory management and compliance with health regulations.

## 1. Purpose

To ensure accurate recording, tracking, and auditing of pharmacy inventory in compliance with regulatory requirements.

## 2. Scope

This procedure applies to all staff involved in inventory management at the pharmacy, including pharmacists, pharmacy technicians, and authorized personnel responsible for inventory control.

## 3. Responsibilities

- **Pharmacists:** Oversee inventory records and audit processes.
- **Pharmacy Technicians:** Document inventory transactions and perform daily checks.
- **Inventory Manager:** Conduct scheduled audits and address discrepancies.

## 4. Definitions

- **Inventory Audit:** A systematic review of physical stock compared with inventory records.
- **Audit Trail:** A chronological record of all inventory movements and amendments.
- **Discrepancy:** Any inconsistency between recorded and actual stock levels.

## 5. Procedure

1. **Inventory Record-Keeping**
  - On receipt of inventory, record product details, batch numbers, and quantities in the inventory management system or physical logbook.
  - Record all transactions (dispensing, returns, wastage, stock transfers) immediately after occurrence.
  - Ensure updates are dated, timed, and attributed to the responsible staff member.
2. **Storage and Security**
  - Restrict access to inventory storage and records to authorized personnel.
  - Store controlled substances separately in compliance with local regulations.
3. **Audit Trail Maintenance**
  - Archive all digital or paper records securely, maintaining legibility and accessibility for at least the period required by law.
  - Log all amendments to inventory data, including reasons and authorization for changes.
4. **Periodic Inventory Audits**
  - Perform physical inventory counts at least once per month and at the end of each fiscal year.
  - Compare physical counts with system records to identify discrepancies.
  - Document findings and actions taken in an audit report.
5. **Discrepancy Investigation**
  - Investigate and document any discrepancies between recorded and physical stock.
  - Take corrective action and implement preventive measures as needed.
  - Report significant discrepancies to management and regulatory authorities as required.
6. **Regulatory Compliance**
  - Ensure all records meet local, state, and federal regulatory standards.
  - Cooperate fully with regulatory or external audits.

## 6. Documentation

- Inventory Receipt Logs
- Transaction Records (dispensing, returns, wastage, transfers)
- Audit Reports
- Discrepancy Investigation and Resolution Logs

## 7. Review and Training

- Review this SOP annually or upon legislative changes.
- Train all relevant staff on SOP content and any updates.

## 8. Approval

Prepared by	Reviewed by	Approved by	Date of Issue