Guidelines for Standard Operating Procedures (SOPs)

The following headings should either form the basis of, or inform additional points for licensee SOP documents. SOPs should take account of regulatory requirements and security practices.

- Check application of Regulations

- Orders and arrangements for receipt of controlled drugs

- Acceptance of deliveries & procedures upon receipt

- QC/QA handling

- Production and packing runs

- Procedures for accepting orders and controlled drug dispatch

- Record keeping and cross-checking processes

- Controlled drug store access, operative and management responsibilities

- Controlled drug destructions

- Theft, loss or adverse incident reporting and handling