

## Vaccine Storage and Handling Audit For Sites Storing Provincially Funded Vaccine

Facility/Office Name: \_\_\_\_\_ Date of Audit: \_\_\_\_\_ AVI PIN#: \_\_\_\_\_

Type of Fridge:  Laboratory  Domestic Make/Model \_\_\_\_\_ Year Fridge Purchased: \_\_\_\_\_

Type of Temperature Monitoring Device:  Min/Max Thermometer  Data Logger  Other: \_\_\_\_\_

Make/Model \_\_\_\_\_ Year Temperature Device Purchased: \_\_\_\_\_

**C = Compliant X = Not Compliant N/A = Not Applicable**

REQUIREMENT	C	X	N/A	COMMENTS/FOLLOW-UP PLAN/ACTION	PERSON RESPONSIBLE FOR FOLLOW UP ACTION
<b>FRIDGE:</b>					
Dedicated Electrical Outlet					
Power Supply Protected – Plug Labelled “Do Not Unplug”					
Only Vaccines Stored in Fridge					
Sites With \$5000 or more of Vaccine - Lab Grade Fridge					
Annual Fridge Maintenance Complete and Recorded in Log Book					
<b>TEMPERATURE MONITORING:</b>					
Min/Max Device Present					
Min/Max Device Properly Installed					

REQUIREMENT	C	X	N/A	COMMENTS/FOLLOW-UP PLAN/ACTION	PERSON RESPONSIBLE FOR FOLLOW UP ACTION
Device is Calibrated or Replaced Annually (Documentation in Maintenance Log Book)					
Vaccine Refrigerator Temperature Record Posted on Fridge					
Recorded Temperatures are Between +2.0°C to +8.0°C					
Temperatures are Recorded at Minimum Twice Daily Separated by an Interval of at Least 8 Hours					
Minimum, Maximum and Current Temperature Recorded					
Thermometer is Reset (Cleared) After Each Reading					
Sites With \$5000 or more of Vaccine - Continuous Temperature Monitoring Device (Data Logger or Chart Recorder) Present					
Sites With \$20,000 or more of Vaccine - Alarms Monitored 24 hours/day, 7 days a week					
<b>ORGANIZATION INSIDE FRIDGE:</b>					
Vaccines Stored in Middle of Fridge, Away From Walls, Vents					
No Vaccine in Fridge Door/Bins					

REQUIREMENT	C	X	N/A	COMMENTS/FOLLOW-UP PLAN/ACTION	PERSON RESPONSIBLE FOR FOLLOW UP ACTION
Where applicable, Water Bottles may be used Where Small Amounts of Vaccine are Stored and for Domestic Fridges in Door and Bins					
Vaccines is Placed With Earliest Expiry Date at Front					
No Expired Vaccines in Fridge					
Vaccines Kept in Original Packaging					
No More Than One Month of Vaccine Supply in Fridge					
<b>REQUIRED DOCUMENTATION:</b>					
Designated Vaccine Controller and Back up					
Fridge Temp Logs Kept for 5 Years					
All staff have received the initial orientation in Cold Chain (e.g., Vaccine Storage and Handling E-Learning Modules)					
Staff Have Annual Cold Chain Training (Provide Examples)					
Staff are Aware of When and How to Report a Cold Chain Excursion					
Written Protocols for Vaccine Cold Chain Management					

REQUIREMENT	C	X	N/A	COMMENTS/FOLLOW-UP PLAN/ACTION	PERSON RESPONSIBLE FOR FOLLOW UP ACTION
Cold Chain Management Plan Completed and Reviewed Annually					
Annual Vaccine Storage and Handling Audit Completed and Kept Onsite for 5 Years					
<b>TRANSPORTATION:</b>					
Process in place to Maintain Cold Chain During Transport to Another Location					
Vaccines are Packed for Transport Taking into Account Seasonal External Temperature, Length of Trip, etc.					
Temperature is Monitored During Transport with Appropriate Temperature Monitoring Device					
Written Protocols for Receiving, Storing, Unpacking, Packing and Transporting Vaccine Shipments					
Staff Receive Appropriate Training Regarding Transport (Orientation and Annually)					
Dedicated Insulated Containers Used to Transport Vaccine					
<b>Please Include With the Audit:</b>					
Temperature Log for the Previous Month					

REQUIREMENT	C	X	N/A	COMMENTS/FOLLOW-UP PLAN/ACTION	PERSON RESPONSIBLE FOR FOLLOW UP ACTION
Cold Chain Management Plan					
Clear Picture of Inside of the Vaccine Fridge Illustrating Placement of Thermometer Probe and Vaccine					

Name of Facility/Office Member Completing Audit: \_\_\_\_\_ Date: \_\_\_\_\_

Name of AHS Staff Member (if Present): \_\_\_\_\_