

Storage and Handling Fridge Audit for Sites Storing Provincially Funded Vaccine

☐ Initial ☐ Follow-up audit ☐ Annual audit

Facility / Office name: _____ Date of audit: _____ AVI PIN#: _____

Vaccine controller name: _____ Vaccine controller backup name: _____

Type of Fridge: ☐ Laboratory ☐ Domestic Year fridge purchased: _____

Type of temperature monitoring device: ☐ Min/Max thermometer ☐ Data logger ☐ Other: _____

Legend

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
FRIDGE					
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					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
TEMPERATURE MONITORING					
Current temperature: _____ °C					
Min/max thermometer present					
Min/max thermometer properly installed					
Thermometer certificate of calibration showing calibration within at least $\pm 1^{\circ}\text{C}$					
Vaccine temperature recording chart posted on fridge					
Recorded temperatures are between $+2^{\circ}\text{C}$ to $+8^{\circ}\text{C}$					
Temperatures are recorded twice daily					
Minimum, maximum and current temperature recorded					
Thermometer is reset after each reading					
Thermometer is calibrated/replaced annually (documentation)					
Sites with more than \$5000 of vaccine: continuous temperature monitoring device (data logger or chart recorder) present					
Sites with more than \$10,000 of vaccine: alarms monitored 24 hours/day, 7 days a week					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
ORGANIZATION INSIDE FRIDGE					
Vaccines stored in middle of fridge, away from walls, vents					
No vaccine in fridge door/bins					
Water bottles used where small amounts of vaccine are stored and for domestic fridges in door and bins					
Vaccines is placed with earliest outdate at front					
No expired vaccines in fridge					
Vaccines kept in original packaging					
Vaccine supply in fridge is appropriate (one month supply)					
REQUIRED DOCUMENTATION					
Written protocols for vaccine cold chain management					
Written protocols for emergency response to cold chain issue					
Written protocols for receiving, storing, unpacking, packing and transporting vaccine shipments					
Annual fridge maintenance complete and recorded in logbook					
Fridge temp logs kept for 1 year					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
TRANSPORTATION					
Process in place to use appropriate packing materials 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					
EDUCATION					
Staff receive appropriate training (orientation and annually)					

Name of facility / Office member completing audit: _____ Date: _____