

VACCINE STORAGE SELF-AUDIT

(Taken from the National Vaccine Storage Guidelines: 2005)

Self-auditing is important because:

- It is part of routine quality assurance and risk management processes.
- It enables you to have confidence that you are providing a safe and effective vaccine.

It is suggested that auditing is done at least every 12 months

PROCEDURES

CHECKLIST FOR SAFE VACCINE HANDLING AND STORAGE

- Have all staff received training to enable them to possess adequate knowledge in performing their role in cold chain procedures? Y N
- Is a record available that shows monitoring of the temperatures at the beginning of each working day? (before vaccines are used) Y N
- Is a record available that shows monitoring of temperatures at the end of each working day? (minimum requirement is daily prior to commencing vaccination) Y N
- Is there a valid documented reason if monitoring has been missed? Y N
- Were all deviations outside the +2°C and +8°C reported to the appropriate state or territory health department? N/A Y N
- Have the responses to all deviations outside +2°C and +8°C been documented and recommended actions taken? N/A Y N

EQUIPMENT

DOMESTIC REFRIGERATORS

- When was the battery for the thermometer(s) / data loggers(s) changed?/...../.....
- Date of the results of checking the accuracy of your thermometer (at least 12 monthly) at 0°C was?°C (see appendix 1)/...../.....
- If a cyclic defrost refrigerator, when was the refrigerator last defrosted?/...../.....
- Has the refrigerator shown evidence of malfunction (eg poor seals so that the door opens too easily, ice build-up)? Y N
If 'Yes', what action was taken?
- Is the temperature probe placed correctly as recommended? (see appendix 2) Y N
- Is there an appropriate gap between the vaccines and the walls, element, air outlets and a buffer (if necessary) in place? Y N
- Are the vaccines stored in enclosed plastic containers prepared according to these guidelines? Y N
- Can the refrigerator continue to store the volume of vaccines safely according to these guidelines? (This includes times of increased demand eg influenza program). Y N
If 'No', what action are you taking?
- Are there water bottles and/or ice packs/gel packs in the shelves of the door, lower drawer and empty shelves? Y N

PURPOSE-BUILT VACCINE REFRIGERATORS

- Has the refrigerator shown evidence of malfunction (eg poor seals so that the door opens too easily)? Y N
- Is there an appropriate gap between the vaccines and the walls? Y N
- If using a thermometer or data logger, when was the battery changed?/...../.....
- Can the refrigerator continue to store the volume of vaccines safely according to the guidelines? (this includes times of increased demand eg influenza program). Y N
If 'No', what action are you taking?

ALTERNATIVE VACCINE STORAGE

- Is there an alternative (eg cooler, other monitored refrigerator) available for vaccine storage, if necessary (eg vaccine refrigerator break-down)? Y N
- Are ice packs/gel packs at the correct temperature available? Y N