



Inspection Requirements Form

Should be filled by authorized representative

Company name :

CR number :

Address :

Contact No:

➤ **Mandatory Requirements :**

• **Office :**

1. Tracing system (Software). including LOT no., Batch no., Serial no. , End user, recalls, complaints.
2. Recalls, complaints and adverse event Forms.
3. Access Control for store.
4. Register with FDA+MHRA+ SFDA, for FSN
5. Labeling for (Damage area-expired Items)
6. Staff should be fully aware of submitted polices
7. Labeling for products.
8. Destruction records in software and hardware.
9. Temperature log (excel sheet registered the date, time temperature log).
10. Fire extinguisher available and maintained.

➤ **Conditional Requirement:**

Completed

N/A

1. Storage space or Store location.
2. Cold room if needed
3. UBS / generator in cases of power failure.
4. Receiving and delivering area.

I hereby, declare that all the above requirements are fulfilled and implemented and our company is ready for NHRA inspection visit.

Authorized Person Name:.....

Job Title:.....

Signature:

Stamp: