Process for drafting and finalising a report before publication

1. Inspection (Visit by inspector)
2. Evidence and findings gathered from the inspection (discussed with Responsible Pharmacist present at the inspection)
3. Draft inspection report written (and template for improvement action plan [IAP] where relevant)
4. Quality assurance (QA)
5. Inspector sends approved draft inspection report (and IAP if appropriate) to the pharmacy owner
6. Pharmacy owner reviews the inspection report and checks its factual accuracy. (And where an IAP needs to be completed the pharmacy owner will also complete and return that)
7. Pharmacy owner checks the report for factual accuracy
8. Inspector sends final report to owner
9. Inspection report is published on the Inspection Publications website in the next batch of inspection reports

- Standards for registered pharmacies
- Inspection decision-making framework
- Inspection practice note - minor non-compliance