

## Section D: Storage and access

		Evidence / Details	Yes / No
Q1	Is there a SOP in place for the safe storage of CDs?	Yes - not read at the visit though.	Yes
Q2	Are your stock schedule 2 & schedule 3 CDs requiring safe storage stored in a CD cupboard?	Yes - this was viewed at the visit	Yes
Q3	Have you carried out a risk assessment to determine if other scheduled controlled drugs in Schedule 3, 4 and 5 require secure storage?	NA no schedule 3, 4 and 5 kept	Not applicable
Q4	Have you undertaken a risk assessment of the location of the CD cupboard and are those risks mitigated?	Yes, official cupboard protected by alarms and CCTV stored in a locked room	Yes
Q5	Are all CD cupboards of the required standard?	Yes	Yes
Q6	If appropriate, have you a current police safe exemption certification in place?	NA	Not applicable
Q7	Is access to CD cupboards restricted to authorised staff?	Yes	Yes
Q8	Where digital locks are used, are codes changed regularly?	Codes are changed every 3 months	Yes
Q9	Do you monitor stock usage of CDs including schedules 4 & 5 regularly?	NA	Not applicable
Q10	Are stock levels reviewed according to usage?	Yes - a weekly supply is always kept as standard	Yes
Q11	Do you have a system to follow up unexpected usage and unaccounted for losses?	Nothing formal as discrepancies are investigated when they are found.	No
Q12	Are extra checks put in place where there are identified risks or concerns?	Not had a case to date but they would be.	Yes
Q13	Is there a process in place for identifying and removing expired stock CDs from the cupboard?	Yes	Yes
Q14	Is there a process in place for removing unwanted patient's own CDs from the cupboard?	NA	Not applicable
Q15	Are high strength preparations separated from low strength preparations?	Only 1 strength of methadone kept. Buprenorphine is separated into separate strengths - this was seen at the visit.	Yes
Q16	Where kept, is there a system in place to manage CDs in doctors' bags?	NA	Not applicable
Q17	Have there been any breaches in security in the last twelve months?	No	No
Q18	Has this been reported / has it led to any changes in practice?	NA	Not applicable