

APPENDIX 2 VACCINE STORAGE SELF-AUDIT

Vaccination service providers should use this checklist to carry out a self-audit at least once every 12 months, and more frequently where there have been problems with equipment or cold chain breaches.

Print off this *Strive for 5* checklist and use as required.

Self-auditing is important because:

It is part of routine quality assurance and risk management processes.

It enables staff to have confidence that they are providing a safe and effective vaccine.

You can photocopy this page and keep as a record of an audit.

Nominated person responsible for vaccine management:
Nominated back-up person for vaccine management:
Make and model of refrigerator:
Date of self-audit: / / Person conducting audit:

PROCEDURES

Checklist for safe vaccine handling and storage
<ul style="list-style-type: none"> ▪ Have all staff received orientation and/or annual update on vaccine management? ▪ Are the vaccine management policies and procedures up to date? Last revision date was..... ▪ Is graph/log book/chart for temperature recording readily available? ▪ Is the temperature of the vaccine refrigerator recorded twice a day when the facility is open? ▪ Are the contact numbers to report a cold chain breach easily accessible? ▪ Were all deviations outside +2°C and +8°C reported to the appropriate state or territory health department? ▪ Have the responses to all deviations outside +2°C and +8°C been documented and recommended actions taken?

EQUIPMENT

Vaccine refrigerator
<ul style="list-style-type: none"> ▪ Has the refrigerator shown evidence of malfunction (e.g. poor seals so that the door opens too easily)? ▪ Is there an appropriate gap between the vaccines and the walls of the refrigerator?

<ul style="list-style-type: none"> ▪ Can the refrigerator continue to store the volume of vaccines safely according to these guidelines? (This includes times of increased demand e.g. influenza program.) If 'No', what action is being taken?
<ul style="list-style-type: none"> ▪ Date of last service of refrigerator: / /
<ul style="list-style-type: none"> ▪ If the refrigerator has a solid door, is there a map/guide to where vaccines are stored, located on the door?
<ul style="list-style-type: none"> ▪ Does the power outlet have a sign 'Do not disconnect'?
<p>Monitoring equipment</p>
<p>Date the battery for the minimum/maximum thermometer(s) was last changed: / /</p>
<ul style="list-style-type: none"> ▪ Date the data logger(s) battery was last changed: / /
<ul style="list-style-type: none"> ▪ Date and results of checking thermometer accuracy check at 0°C (see Section 6.4: 'How to check the accuracy of a thermometer'): / /
<ul style="list-style-type: none"> ▪ Is the minimum/maximum thermometer temperature probe(s) placed correctly?
<ul style="list-style-type: none"> ▪ Date of last service of data logger(s): / /
<p>If using a domestic refrigerator</p>
<ul style="list-style-type: none"> ▪ Are the vaccines stored in enclosed labelled plastic containers prepared according to these guidelines?
<ul style="list-style-type: none"> ▪ Is there an appropriate gap between the vaccines and the walls, element, air outlets and a buffer (if necessary) in place?
<ul style="list-style-type: none"> ▪ Can the refrigerator continue to store the volume of vaccines safely according to these guidelines? (This includes times of increased demand e.g. influenza program). If 'No', what action is being taken?
<ul style="list-style-type: none"> ▪ If the refrigerator has a freezer, is there a written procedure for regular defrosting?
<ul style="list-style-type: none"> ▪ Date refrigerator last defrosted: / /
<ul style="list-style-type: none"> ▪ Date refrigerator last logged if no permanent data logger: / /
<ul style="list-style-type: none"> ▪ Are there water bottles and/or ice packs/gel packs in the shelves of the door, drawer and empty shelves?
<p>Alternative vaccine storage</p>
<ul style="list-style-type: none"> ▪ Is there a readily accessible written procedure for power failure?
<ul style="list-style-type: none"> ▪ Is there alternative storage (e.g. cooler, other monitored refrigerator) available for vaccine storage, if necessary (e.g. vaccine refrigerator breakdown)?
<ul style="list-style-type: none"> ▪ Are ice packs/gel packs at the correct temperature available?
<ul style="list-style-type: none"> ▪ Is there one minimum/maximum thermometer for each cooler?
<ul style="list-style-type: none"> ▪ Is there enough insulating material for each cooler?