



Facility Inspection Preparation Checklist

The following is a list of inspection questions covered during a typical on-site inspection conducted by either the Indiana Board of Pharmacy or the DEA. This list shall be used as guidance in preparation to an inspection conducted for a new applicant seeking registration through the IBOP and DEA.

Facility Security Questions:

1. Is the Controlled Substance storage mechanism proper and secure?
2. Is security lighting utilized at the facility?
3. Is an alarm system utilized at the facility?
4. Are motion detectors utilized at the facility?
5. Is the door lock system sufficient for storage of Controlled Substances?
6. Are there walls and/or fences utilized at the facility?
7. Do storage provisions comply with the Controlled Substances Act?

Facility Operations Questions:

1. How is the inventory maintained?
2. Are DEA Form 222 stored in a secure manner?
3. Are DEA Form 222 executed properly when ordering Controlled Substances?
4. Are Controlled Substance invoices signed at time of receipt?
5. Are Controlled Substance invoices separated from Non-Controlled invoices?
6. How many individuals have access to Controlled Substances within the facility?