

## CAPA Analysis Sheet

### Identification of the Problem

Proper labelling of the oil bottles, in terms of opening date and expiry date was not there.

### Possible causes

1. High Probability - Hurriedness on the part of therapist
2. Med. Probability - Exhaustion of labels in the room / absence of pen (marker)
3. Low Probability - Casual attitude!

### Corrective actions planned

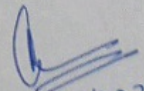
1. All concerned to be sensitized about the issue
2. Regular surprise inspections of the Med. prep room
- 3.

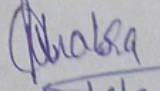
### Preventive action planned

1. Labelling to be ensured as soon as the oil bottles are handed over to the therapists.
2. the opening date / expiry date / patient's name
3. & UHID

### Instructions on Implementation

1. All the therapists are required to get the medicines cross checked by the doctors, to
2. avoid any errors and ADR's
- 3.

  
15/06/2022  
5:35 pm

  
15/6/22  
5:30 pm



## Internal Audit Report

Venue: Medicine Preparation Room

Date: 15.6.22

Time: 2.30 pm

Auditors: Dr. Preeti Chhabra

Dr. Rajesh Chhabra

*Preeti*

*Rajesh*

| S. No. | Title                                                            |   | Comment                                             |
|--------|------------------------------------------------------------------|---|-----------------------------------------------------|
| 1.     | Cleanliness of the area                                          | ✓ | Satisfactory                                        |
| 2.     | Proper shelving of the medicines                                 | ✓ | Satisfactory                                        |
| 3.     | Maintenance/cleanliness & availability of the utensils/equipment | ✓ | Adequate                                            |
| 4.     | Preparation of medicines as per the SOP's of HCO                 | ✓ | Properly done                                       |
| 5.     | Hygiene of the staff                                             | — | Nails of one of the staff were not properly trimmed |
| 6.     | Proper screwing up of all bottles of oil and kwath               | ✓ | Perfect                                             |
| 7.     | Labelling with opening & expiry date                             | X | unsatisfactory                                      |

A survey - internal audit of the Medicine Preparation Room was conducted, and it was observed that all the preparations were done as per the set protocols. The only lacuna was that the labelling was not maintained adequately & opening/expiry date not mentioned. Nails were also not trimmed properly.