



## Guidelines:

### Health requirements for

### Pharmacies

PCFC- Entity (Business Unit) Name	:	Trakhees – Department of Planning & Development
Department Name	:	Environment, Health & Safety (EHS)
Section Name	:	Public Health & Safety
Document Reference Number	:	PCFC-TRK-EHS-PHS-G05
Revision Number	:	02
Revision Date	:	May 2023
Classification	:	Public



## 1. Purpose

- To ensure commitment of all Pharmacies to the public health requirement norms.
- To ensure the implementation of an 'Unified Health Requirements Program', in all Pharmacies in the jurisdiction of PCFC – Ports, Customs & Free zone Corporation, Dubai.

## 2. Scope

The Health requirements are applicable to all Pharmacies operating in the area of Jurisdiction of PCFC (Ports, Customs & Free zone Corporation), Dubai

## 3. Details of Implementation

### 3.1. License

- 3.1.1 A valid trade license issued by Trakhees Licensing Division/JAFZA should be secured for pharmacy's activity and requirements should be complied with, as per the licensed activity.
- 3.1.2 DHA License for the Facility and Pharmacist.

### 3.2. Documents

- 3.2.1 EHS file (Hard/soft copy) with all the required documents should be available for verification during inspection.



- 3.2.2 Staff list with all the required and relevant data must be kept in the pharmacy and available for checking at any time.
- 3.2.3 Occupational Health–certificate issued by DHA for housekeeping staff including contracted staff should be available.
- 3.2.4 Cleaning schedule and records should be available.
- 3.2.5 Modification Completion Certificate (MCC) / Activity Verification Certificate (NOC AV) should be obtained from Trakhees CED and EHS respectively, and shall be available in the facility.
- 3.2.6 Temperature monitoring record for refrigerators and room temperature should be available.
- 3.2.7 Pest Control contract and treatment records should be available.
- 3.2.8 'Extra Working Hour', permit should be secured if pharmacy intends to operate after 12a.m.

### 3.3 Premises

- 3.3.1 Sufficient area must be provided considering the extent of operation in terms of furniture setup and occupancy.
- 3.3.2 Display racks/cabinets/ furniture etc. must be made of non-absorbent materials and should be kept clean.
- 3.3.3 Medicines/supplements stored in the pharmacy must be protected from direct exposure to Sunlight.



- 3.3.4 Thermometer should be installed at the pharmacy for monitoring the room temperature. The same shall be available in the refrigerator also to monitor its temperature.
- 3.3.5 Covered, foot operated bins should be provided.
- 3.3.6 Designated Storage area for cleaning chemicals and tools should be available.
- 3.3.7 Staff Locker area/cabinet should be available.
- 3.3.8 Wash basin with continuous water supply should be provided along with liquid soap and disposable tissue towels/hand driers.
- 3.3.9 Designated area for expired products shall be provided with signage.
- 3.3.10 Controlled medicines (if available) shall be kept in designated cabinet only. The same shall be labeled and kept locked.

#### 3.4 Rules for Staff Members

- 3.4.1 All the staff members in the pharmacy should wear clean uniforms during working hours.
- 3.4.2 Pharmacists should wear identification badge and white uniforms when in the pharmacy.
- 3.4.3 All the staff members should maintain good personal hygiene.



### 3.5 Toilets

3.5.1 Staff Toilets should be kept clean and hygienic.

3.5.2 Wash basins should be provided with liquid soap and hand drying facilities.

### 3.6 Pest Control

3.6.1 The pharmacy should be kept free from insects, pests and rodents and regular pest control operation by an approved pest control operator should be in conducted.

3.6.2 Insect killers and/or suitable means of pest control should be installed.

3.7 No Smoking signs should be affixed at prominent places inside the pharmacy and No Smoking Policy should be strictly enforced.

3.8 Signage of operating hours should be displayed on the main door.

3.9 High degree of general cleanliness should be maintained in the pharmacy.

3.10 First Aid box shall be provided in the facility and should be replenished regularly with appropriate supplies.