

Guidelines – Health requirements for Pharmacies

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1. Purpose:

To ensure commitment of all Pharmacies with public health requirement.

To ensure the implementation of an 'Unified Health Requirements Program', in all Pharmacies in the jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai..

2. Scope:

The Health Requirement is applicable to all private Hospitals operating in the jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

3. Responsibility:

- Director, Inspection Department
- Manager, Retail & Commercial
- Senior Officer, Retail & Commercial
- Officers, Retail & Commercial

4. Details of implementation:

4.1. License

4.1.1. A valid trade license issued by Trakhees Licensing Division/JAFZA should be secured for pharmacy's activity and requirements should be complied with by for all operations as per the licensed activity.

4.1.2. DHA License for the pharmacist and assistant pharmacist.

4.2. Documents

4.2.1. EPHS file with all the required documents according to circular No. EHS/FH/01/2014

4.2.2. Staff list with all the required and relevant data and work permits of the staff must be kept in the pharmacy and available for checking at any time.

4.2.3. Occupational Health Card issued by Trakhees (04 4364652/04 4364639) for housekeeping staff including contracted staff should be available.

4.2.4. Cleaning schedule and records should be available.

4.2.5. Temperature monitoring record for refrigerators and room temperature should be available.

4.2.6. Pest Control contract and treatment records should be available.

4.2.7. 'Extra Working Hour', permit should be secured if pharmacy intends to operate after 12 a.m.

4.3. Premises

4.3.1. Display racks/cabinets/ furniture etc. must be made of non-absorbent materials and should be kept clean.



- 4.3.2. Medicines/supplements stored in the pharmacy must be protected from direct exposure to Sunlight.
- 4.3.3. Thermometer should be installed at the pharmacy for monitoring the room temperature.

- 4.3.4. Approved waste bins should be provided.
- 4.3.5. Designated Storage area for cleaning chemicals and tools should be available.
- 4.3.6. Staff Locker area/cabinet should be available.
- 4.3.7. Wash basin with continuous water supply should be provided along with liquid soap and disposable tissue towels/hand driers.

4.4. Rules for Staff Members

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

4.5. Toilets

- 4.5.1. Staff Toilets should be kept clean and hygienic.
- 4.5.2. Wash basins should be provided with liquid soap and hand drying facilities.

4.6. Pest Control

- 4.6.1. 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.

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

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

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

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