

## Vaccine Storage Audit

Practice stamp	Date of Visit: Staff member present Name (print): Type of vaccine fridge (circle) <ul style="list-style-type: none"> <li>▪ Purpose built</li> <li>▪ Domestic Refrigerator</li> <li>▪ Separate Freezer</li> <li>▪ Cyclic Defrost</li> <li>▪ Frost Free</li> <li>▪ Multi Flow (not recommended)</li> <li>▪ Bar Fridge</li> </ul>
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	Criteria *	Met	Not Met	Action Required
Required	Vaccine temperatures maintained between 2 – 8° C “Strive for 5” Temperature recording - min/max temperatures are checked and recorded daily			
Required	Temperature is continuously monitored using a min/max thermometer or data logger or inbuilt thermometer			
Required	Food/drinks or other materials NOT stored in fridge (dedicated to vaccines only)			
Required	Practice has a documented policy for cold chain management that includes procedures for <ul style="list-style-type: none"> <li>• Vaccine delivery</li> <li>• Transport of vaccines outside practice (if applicable)</li> <li>• Power failure</li> <li>• Vaccine damage due to storage outside 2-8°C including obtaining advice from State/Territory/ Area Health service/vaccine supplier/hospital pharmacy</li> <li>• Defrosting of fridge #</li> </ul>			
Required	Demonstrate how the practice’s cold chain management processes meet NHMRC guidelines			
Required	For domestic refrigerators (not bar fridge) vaccines are stored only on the middle and upper shelves in the refrigerator #			
Required	Vaccines are not in contact with evaporation plate			
Required	If using Min/max thermometer probe the probe is placed directly in contact with a vaccine vial or package on middle shelf			
	Warning stickers placed on fridge “Stop – Do you really need to open it”			
Required	Secure power source for fridge			
Required	Fridge regularly defrosted to prevent ice build up of non- frost free fridges #			
Required	Designated staff responsible for management of fridge/vaccines			
Required	Staff are aware and can describe how to monitor and maintain the cold chain			
Required	Vaccines stored in original packaging			
Required	Space between vaccine packaging to allow cool air to circulate			
Required	Vaccines with earlier expiry dates stored at front of fridge			
Required	Labelled saline bottles in door and in crisper or bottom shelf #			
Required	Ice bricks/bottles of water in freezer #			

\* Criteria based on the NHMRC guidelines

# With the exception of purpose built vaccine fridge