



# **DISTRIBUTION RECORDS**

# Distribution Records

## Definition-

Distribution records are written data related to distribution of drug products from manufacturer to distributors.

- Distribution records must be constructed and procedures established to facilitate recall of defective product.
- All records should be indexed by either the manufacturing batch, lot number of the packaging control number as a means of accountability.

## It shall contains-

1. Name and strength of the product
2. Description of dosage form
3. Name and address of consigner
4. Date and quantity shipped
5. Lot and control number of the drug

## Contents of Records-

Product Information



Transaction Information



Distribution Information



Recipient Information

- Product Information- Describe the product being transfer to a new owner (e.g. drug name, manufacture, lot number, strength, dosage form)
- Transaction Information- Describe the sale, transfer, return or other disposition of the product (e.g. quantity, invoice no., invoice date)

- Distribution Information- Describe the party selling or transferring owner Ship of the product (e.g. business name, name and signature of person)
- Recipient Information- Describe the party receiving the product (e.g. business name and address, date received, name and signature of the person)

### **WHO guidelines for distribution records-**

- 1) Written instruments appropriate records should be available.
- 2) Procedure should be established and maintained.
- 3) The title, name and purpose of each document should be clearly stated.
- 4) All documents should be completed, approved, signed and dated by an appropriate authorized persons.
- 5) In the case of temperature sensitivity pharmaceutical products, records of investigation and actions should be retained for at least one year after the expiry date of product.



A bright yellow rectangular sticky note is centered on a white background. The note is slightly tilted and has a greyish shadow on its top-left corner, suggesting it is attached to a surface. The words "Thank You!" are written on the note in a blue, hand-drawn, textured font. The background features decorative wavy lines in shades of purple, blue, and white at the top.

Thank  
You!