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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  | **Accountable Officers' Network Scotland (NHSGGC version, updated May 2020)** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Witness of Controlled Drug Destruction Form** | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Section A:** | | **Contractor Ref:** | |  | |  | | --- | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Premises Name:** |  | | | |  |  |  |  |
|  |  | | | | | | | |  |
|  | **Address:** |  | | | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  | **Date of Visit:** |  | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Section B: Please confirm that the premises has the following:** | | | | | | | **Tick to confirm** |  |
|  | Sufficient destruction kits for the volume of CDs to be destroyed (or these will be ordered and available in advance of the visit) | | | | | | |  |  |
|  | All items are recorded in an appropriate CD register | | | | | | |  |  |
|  | Running balances are accurate | | | | | | |  |  |
|  | There are no unresolved discrepancies. | | | | | | |  |  |
|  | **Section C:** | | **Print Name** | | | **Signature** | | **Date of Destruction** |  |
|  | **Responsible Person:** | |  | | |  | |  |  |
|  | (eg GP, Site Manager, Pharmacist, Nurse, Health Centre Staff) | |  |
|  | **Authorised Witness:** |  |  | | |  | |  |  |
|  | **Section D: Please complete table below with details of all stock of Schedule 2 controlled drugs which require destruction** | | | | | | | |  |
|  | **Name of Drug** | | **Form** | **Strength** | **Qty** | **Qty Destroyed** | **Register Balance** | **Physical Balance** |  |
| 1 |  | |  |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |  |
| 9 |  | |  |  |  |  |  |  |  |
| 10 |  | |  |  |  |  |  |  |  |
| 11 |  | |  |  |  |  |  |  |  |
| 12 |  | |  |  |  |  |  |  |  |
| 13 |  | |  |  |  |  |  |  |  |
| 14 |  | |  |  |  |  |  |  |  |
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| 17 |  | |  |  |  |  |  |  |  |
| 18 |  | |  |  |  |  |  |  |  |
| 19 |  | |  |  |  |  |  |  |  |
| 20 |  | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Comments** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |