



Checklist for Medicine Donations

MCA-F-130/02

Off Bertil Harding Highway, Kotu East, Kanifing Municipality, P.O. Box 3162, Serekunda, The Gambia
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Annex 3: Guideline for Medicine Donations (MCA-GL-130)

Checklist completed by: **Donor** ☐ **Recipient** ☐

	Yes	No	NA
Is the donation based on an expressed need?			
Did the recipient consent to the donation?			
Is the import permitted by the Medicines Control Agency The Gambia?			
Are the products properly packed?			
Are the cartons numbered?			
Is a detailed packing list attached?			
Are the contents listed in detail in the accompanying documents?			
Are medicines mixed with other products in the same carton?			
Is it indicated that the shipment is a donation?			
Are the products registered/marketed/approved for use in the donor country?			
Is the declared value of the products comparable to the Gambian equivalents?			
Has the recipient qualified personnel to handle the donated products?			
Has the recipient evidence of adequate storage facility and distribution capacity?			
Are the medicines listed in the current National Essential Medicines List in The Gambia?			
Were the medicines previously issued to patients or given as samples?			
Are the medicines accompanied by Certificates of Analysis?			
Are the medicines labelled in English?			

Does the labelling comply with the labelling requirements?			
If not, does the labelling at least contain brand and generic name including strength and dosage form, batch no, expiry date, name and address of manufacturer, quantity in container and storage conditions.			
Are patient information leaflets or equivalent in English provided?			
Do the medicines have sufficient shelf life at time of receipt?			