Controlled Substance Physical Count and Reconciliation Sheet

A dated, signed snapshot of every controlled substance on hand, checked against the expected balance.

PHARMACY NAME _____ ACCREDITATION NO. _____ COUNT DATE (YYYY-MM-DD) _____ PERIOD COVERED _____

COUNTED BY (PRINT NAME) _____ PHARMACIST RESPONSIBLE _____

Drug (generic and brand)	Strength	Form	DIN	Location	Expected on hand	Physical count	Variance	Investigated? notes

Declaration

The quantities above were physically counted on the date shown and compared against the expected on-hand balance calculated from this pharmacy's records. Every variance has been investigated and the outcome recorded.

COUNTED BY - SIGNATURE _____ PHARMACIST - SIGNATURE _____ DATE _____

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, narcotic and controlled-substance records must be kept at least 2 years (Controlled Substances Regulations s. 123(1), in force October 1, 2026; it replaced Narcotic Control Regulations s. 40.1, Food and Drug Regulations s. G.03.010 and Benzodiazepines and Other Targeted Substances Regulations s. 75, which set the same 2 years).

Cadence: the Ontario College of Pharmacists expects narcotics and controlled substances to be reconciled at least every six months. Nova Scotia and Prince Edward Island are stricter, reconciling narcotics and controlled drugs monthly. Alberta, British Columbia, Saskatchewan, Manitoba, and Newfoundland & Labrador generally require reconciliation every three months.

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.

Scan for a fresh copy

Free template from NarcCount - narccount.ca - narcotic reconciliation software for Canadian pharmacies