Controlled Substance Inventory Form - periodic inventory

The dated inventory taken at a fixed interval, filed alongside the perpetual log kept between intervals.

PHARMACY NAME AND ADDRESS

ACCREDITATION NO.

INVENTORY DATE

INVENTORY TAKEN (CIRCLE): OPENING / PERIODIC / CLOSING / CHANGE OF OWNERSHIP

TIME INVENTORY BEGAN

TIME COMPLETED

Drug (generic and brand)	Strength	Dosage form	DIN	Pack size	Full packages	Part packages (units)	Total units on hand	Counted by

Keep this form with the reconciliation it belongs to

An inventory form is the dated snapshot. The perpetual log is the running record kept between snapshots. An inspector will usually ask to see both, and to see how any variance between them was resolved.

INVENTORY TAKEN BY - SIGNATURE

PHARMACIST RESPONSIBLE - SIGNATURE

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