

IT Internal Audit Form

Pharmacy Details

Pharmacy Name:			
Pharmacy Address:			
Owner Name:		Audit Date:	
Phone Number:		Fax Number:	
Opening Hours:			
Email Address:			
Comments:			

Audit Signoff-

Performed by:	
Signed off Date:	
Signature:	

(the above details are important, especially opening hours for OSB times, install times, etc)

AUDIT HINTS:

- Populate as much info prior to going onsite. The purpose of the Audit is to collect as much info about the Pharmacy as possible, no matter how trivial it is.
- 3rd Party Software – Specify if Office, Guildcare Svr, etc. Not looking for clients, mainly servers to assist with reinstall.
- UPS – Try and specify Brand name if possible. Check if Comms Cabinet (their network backbone) is protected by a UPS or a Surge Protector.
- Take Photos to assist if further enquiries are made
- When specifying Location of hardware always do so by looking at the front door.
- Check behind Tills and Disp for additional Switches.
- Page 2 - Non Phy Devices refer to laptops and MFP that site use that are likely need 3rd Party Info.
- Page 3 – Duplex Scanner, ScriptScan Space & Security System are Visual Question for you. No need to ask customer.
- Page 3 – SUMMARY – Use this as a cross reference with the Belarc and the Audit done

Current Anti Virus Program			
Current Backup Process			
Stocktaking device/Condition: Eg: Motorola, Memor, Intermec (Hardware)			
Any non Pharmacy software devices on network i.e laptops, tablets			
Pharmacy Brand Chemmart, amcal, guardian, DDS,pharmasave, chemsave, TWC, priceline, other.....(helpful for rewards, ecommerce programs etc)			
3rd Party software			
<input type="checkbox"/> StrongRoom	<input type="checkbox"/> Webstercare	<input type="checkbox"/> DD Book	
<input type="checkbox"/> Icare	<input type="checkbox"/> Medadvisor (plusOne)	<input type="checkbox"/> MyPak	
<input type="checkbox"/> Clockon	<input type="checkbox"/> Intellipharm	<input type="checkbox"/> Fredpak	
<input type="checkbox"/> Pakman	<input type="checkbox"/> Integrated EFTPOS	<input type="checkbox"/> signiq	
<input type="checkbox"/> ERX	<input type="checkbox"/> Emims	<input type="checkbox"/> other	
Software Vendor			
<input type="checkbox"/> LOTS Disp	<input type="checkbox"/> Fred Dispense	<input type="checkbox"/> DispenseWorks	
<input type="checkbox"/> Minfos	<input type="checkbox"/> Z software	<input type="checkbox"/> MTNTOP DISP & or POS	
<input type="checkbox"/> Fred POS	<input type="checkbox"/> LOTS POS	<input type="checkbox"/> LOTS Complete	
<input type="checkbox"/> RPM or RPM Branch	<input type="checkbox"/> PCCA	<input type="checkbox"/> POSPRO disp & or POS	
<input type="checkbox"/> POSWORKS	<input type="checkbox"/> Amfac windows disp	<input type="checkbox"/> Other...	
Comments:			
Dispense Robot (brand)			
Print Audit performed	YES	NO	
Please ask the customer if there are any current issues with existing equipment?			
Check Internet speed			

Other Information – MANAGER QUESTIONS

Do they have limited room and/or script scan program in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Network Switch Make/Model:	<input type="checkbox"/> GB <input type="checkbox"/> 10/100	<input type="checkbox"/> GB <input type="checkbox"/> 10/100	<input type="checkbox"/> GB <input type="checkbox"/> 10/100
Network Ports Number of Unused Ports: Total Number of Ports:			
UPS/Surge for Network/ADSL			
Wireless AP- Make & Model			
ADSL Router			

Summary

Workstation	
Number of computers	
Number of Servers	
Number of computers that already have a windows 11 license but have windows 10 installed	



Computer Name			
Computer Model HP 6300, Dell Inspiron, etc			
Computer Location			
Belarc done: Y/N	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Domain, Workgroup?	<input type="checkbox"/> Domain <input type="checkbox"/> Workgroup	<input type="checkbox"/> Domain <input type="checkbox"/> Workgroup	<input type="checkbox"/> Domain <input type="checkbox"/> Workgroup
Processor Pentium, Core 2, i3, i5, i7			
Memory 512MB, 1GB, 2GB, 4GB			
Storage(SSD\HDD) 120GB, 250GB, 500 GB,1tb			
Windows Version 7,8,10 or 11	<input type="checkbox"/> Pro <input type="checkbox"/> Home	<input type="checkbox"/> Pro <input type="checkbox"/> Home	<input type="checkbox"/> Pro <input type="checkbox"/> Home
Architecture	<input type="checkbox"/> 32 bit <input type="checkbox"/> 64 bit	<input type="checkbox"/> 32 bit <input type="checkbox"/> 64 bit	<input type="checkbox"/> 32 bit <input type="checkbox"/> 64 bit
Win 10 Digital Sticker	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3rd Party Software Svrs & Office Eg: Office 2016 & Guildcare Svr			
Antivirus (Specify)			
Monitor & Size	<input type="checkbox"/> Touch <input type="checkbox"/> Std Size	<input type="checkbox"/> Touch <input type="checkbox"/> Std Size	<input type="checkbox"/> Touch <input type="checkbox"/> Std Size
Cash Drawer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scanner (1D or 2D)	<input type="checkbox"/> 1D <input type="checkbox"/> 2D	<input type="checkbox"/> 1D <input type="checkbox"/> 2D	<input type="checkbox"/> 1D <input type="checkbox"/> 2D
Local Printer 1 & Emulation EG. LPT/USB/NET			
Local Printer 2 & Emulation EG. LPT/USB/NET			
Local Printer 3 & Emulation EG. LPT/USB/NET			
UPS (Working)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NIC Speed EG. 1GB/100MB			
Additional Devices Make/Model: Interface: Eg. EFTPOS (USB or Serial)			



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