



# Department of Health and Social Security

*Rheynn Slaynt as Shickyrys Y Theay*

## CODE OF PRACTICE FOR SADDLERS

*(Revised Jan. 2000)*

### Introduction

The purpose of this Code of Practice is to maintain a high standard of distribution and service for all Saddlers List products. The Code is part of The Medicines Act (Isle of Man) 1976.

Saddlers who sell or supply horse wormers are legally obliged to comply with this Code. Failure to comply can lead to refusal of registration.

A "Saddlery business" means a business involving in whole or part the retail sale of saddlery requisites.

"Saddlery requisites" are products and equipment used in the keeping of horses and ponies and things used for the maintenance of such equipment and includes any human apparel used in the keeping of horses or ponies.

### 1. Premises

1.1 Saddlers who sell or supply horse wormers must be registered with the Department of Health and Social Security. An annual registration fee is payable in respect of all premises and is due for payment on 1st July each year.

1.2 It is an offence under the Medicines Act to sell, supply or store animal medicines in any premises that are not registered.

### 2. Personnel

2.1 There shall be a nominated person for each of the premises registered with this Department. The nominated person is responsible for compliance with this Code of Practice and all matters concerning the Medicines Act.

2.2 The nominated person should be reasonably available when the premises are open for business.

2.3 A nominated person should have one of the following qualifications;

- a) being an existing "nominated person", accepted by this Department on 1st May 1996.
- b) having successfully completed a course of instruction and examination recognised by this Department.
- c) being a pharmacist, veterinary surgeon or veterinary practitioner.

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### **3. Premises**

3.1 The premises used for the sale or supply of Saddlers List products must be a building or part of a building of a permanent nature.

3.2 Residential premises must not be used for the sale, supply or storage of Saddlers List products.

3.3 Saddlers List products must only be sold from premises capable of being closed so as to exclude the public. Such premises must be capable of being secured against unlawful entry.

3.4 Saddlers list products must be kept apart from other goods in a locked cupboard or showcase.

3.5 Registered premises which are considered by the Medicines Inspector to fail to meet the above requirements may be considered for removal from the register in accordance with the standard procedure.

3.6 Premises should be capable of storing Saddlers List products in the correct conditions, as specified by the manufacturer.

3.7 Premises should be regularly maintained and cleaned and steps taken to prevent the entry of pests or vermin.

3.8 Well designed shelving and fittings must be installed to reduce the possibility of breakage, spillage and stock misplacement.

3.9 Toilet facilities must be appropriately located, designed and equipped and have hand washing facilities. They must be kept clean and in efficient order. Stocks must not be stored in toilets.

3.10 Eating or storage of food must not be permitted in storage or sales areas.

3.11 Suitable First Aid equipment must be maintained and a list of key telephone numbers (doctors, hospitals and fire services) prominently displayed.

### **4. Storage**

4.1 Saddlers List products which are being stored and not offered for sale must be kept in a secure area of the building which the public are not allowed access. Products which are sold pending delivery must be accompanied by a delivery note.

4.2 Products must be protected from light, temperature extremes and moisture and must be stored in accordance with the manufacturers instructions.

4.3 Effective stock control should be practised, for example;

- a) recording of dates of deliveries from manufacturers or wholesalers,
- b) old stock should be used before new,
- c) removing packs with illegible labels or damaged goods or open containers or those that are date expired.

#### **4. Storage (cont.)**

4.4 Storehouse gangways should be kept clear, particularly of empty cartons and similar materials which could be a fire risk.

4.5 Owners should ensure that fire extinguishers are made available and staff are aware of fire risks, location of fire extinguishers and escape routes. Smoking should be prohibited in storage areas.

#### **5. Sale or Supply**

5.1 Saddlers list products shall only be sold in the original container supplied by the manufacturer. The Saddler must not open packs or split multiple packs.

5.2 Saddlers List products must be sold or supplied only to a person whom the seller knows, or has a reasonable cause to believe, to be a person who has charge of horses or ponies.

5.3 When Saddlers List products are being offered for sale they must be stored out of the reach of the public and must not be sold by self-service methods.

5.4 Saddlers List products should not be sold from any vehicle. They can be delivered by vehicle but must be accompanied by dated, itemised delivery notes.

5.5 The sale or supply of animal medicines must be recorded in a readily retrievable manner (e.g. bound book, files or on a computerised database). Such records must be available at the premises at which the sale or supply took place. They should be made on the day of sale or supply or if not practicable the following day.

Records, orders and invoices shall be retained for two years from the date of sale or supply.

5.6 The records should be clear and should state,

- a) the date upon which the goods were sold or supplied,
- b) the name, quantity, batch number, form and strength of the product supplied,
- c) the name and address of the person to whom the product was sold or supplied,
- d) the nature of the purchasers business.

5.7 Orders for the subsequent sale and supply of Saddlers List products may be taken at other premises, but proper documentation must be kept and the supply made from registered premises.

5.8 All Saddlers List products sold or supplied must be licensed and carry the letters PML and a UK Product Licence (PL 0000/0000). Such products must be labelled in accordance with the Medicines Act. It is illegal to sell or supply a pack not so labelled.

5.10 Packs with illegible labels, damaged packs or opened containers or those that are date expired, should not be sold or supplied. Such stock should be kept in a separate area, apart from saleable stock, so that it cannot be sold in error. Such stock should be disposed of safely.

5.11 It is illegal to sell or supply to the prejudice of the purchaser any medicinal product which is not of the nature or quality demanded by the purchaser.

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## **6. Training and Education**

6.1 All personnel should be trained in the principles of the Code of Practice.

6.2 All personnel should be trained in product knowledge.

6.3 Training should be given at recruitment and thereafter as required.

## **7. Provisions for Enforcement**

7.1 The Medicines Inspector has the right at any reasonable time to enter Saddler's premises or vehicles to perform the functions assigned to them under the Medicines Act.

7.2 If access to a private dwelling house is required, 24 hours notice of the intended entry must be given to the occupier (s111 Medicines Act), unless the Inspector obtains a search warrant.

7.3 It is an offence, wilfully to obstruct the Inspector, wilfully to fail to comply with any reasonable cause to fail to give the Inspector any other assistance or information which may reasonably be required (s114 Medicines Act).

7.4 The Medicines Inspector has a right to inspect any substances which appear to be medicinal products or any articles which appear to contain medicinal products. He may also take samples of these products and has a right to inspect records and documents in connection with the business. If the Medicines Inspector believes an offence has been committed, he has the right to seize documents or goods (s112 Medicines Act).