भारतीय भेषजी परिषद्
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय)
भारत सरकार
एन बी सी सी सैन्टर, तृतीय तल, प्लॉट नम्बर 2,
कॉम्युनिटी सैन्टर, मां आनन्दमयी मार्ग,
ओखला, फेस–I , नई दिल्ली–110020
दूरभाष: 011-61299900-03
ईमेल registrar@pci.nic.in

PHARMACY COUNCIL OF INDIA
(Statutory body under Ministry of Health & Family Welfare)
Government of India
NBCC Centre, 3rd Floor, Plot No. 2,
Community Centre, Maa Anandmai Marg,
Okhla, Phase-I, New Delhi-110020
Telephone No. 011-61299900-03
E-mail: registrar@pci.nic.in

<u>**Circular**</u>

2 1 JUN 2024

Ref. No.14-56/2023-PCI (Approval Process for 2024-25 a. s) 1460

Date: 21.06.2024

To All the Inspectors,

Sub: **Do's & Don'ts for the Inspectors towards the usage of Mobile Application for the Inspection process during the academic session 2024-2025.**

Sir/Madam,

1. This has a reference to the subject cited above. Do's and Don'ts for the inspection process using Mobile Application are as below:

Do's:

✓ **Ensure Data Security**: Inspectors must safeguard sensitive data collected during inspections and should not disclose/share any confidential information outside the authority of PCI.

✓ **Checklists:** Inspectors must complete all the inspection modules in the applications before the completion of inspection. Inspectors will be able to submit the inspection report only when all modules are automatically visible in green.

✓ **Mobile Application:** Inspectors must download the mobile inspection application only as provided in the Google play store via the link mentioned below. **The name of the application published over the Google Play Store is "PCI Inspection V2"**

  o (https://play.google.com/store/apps/details?id=pci_Inspection.ionic.starter)

✓ **Device Specifications:** Inspectors are requested to download the Mobile application on compatible handsets having minimum 8 GB of RAM and 128 GB (higher is always preferable) as internal storage with Android 12 or above as operation platform.

✓ **Storage Availability:** Inspectors are requested to ensure that their device has enough empty storage to conduct the inspections and click maximum number of pictures during inspection.

✓ **Updates:** Inspectors are requested to keep the mobile application updated with the latest regulatory guidelines and institution-specific protocols to maintain compliance and smooth operations during the inspection process. Inspectors are requested to check whether the mobile application is updated or not in the Google Play Store before starting the inspection of any institutions.

- ✓ **Username and Password:** Inspectors must ensure that they enter updated Username and Password over the applications.
  - o **Note:** While entering Username in the application, **BH-P-** is already entered as default, and thus type the username carefully with the numeric digits only.
- ✓ **Internet Connectivity:** All inspectors need to ensure that mobile handset should be 4G/5G compatible with high-speed internet connection. However, it is always advisable to use Institutions high speed Wi-Fi connections during Inspection process.
- ✓ **Real-time Data Entry:** Inspectors are requested to input inspection findings directly into the mobile application in real-time to minimize errors and delays in reporting. Also, inspectors are encouraged to allow the application to access location while doing the inspections to update geo-tag on the pictures being captured during the process of Inspection.
- ✓ **Documentation:** Ensure comprehensive documentation of inspection reports, including photographs or other supporting evidence, to provide a clear record of findings in the applications. Inspectors must ensure that the photographs are uploaded in the right sections of the application. In addition, Inspectors must capture clear and relevant photos for infrastructure documentation.
- ✓ **Scanning QR:** Inspectors are requested to ensure that QR codes are scanned accurately for proper verification and must confirm that all QR Codes are different to each other during the verification.
- ✓ **Feedback Mechanism:** Inspectors are requested to share their concerns or issues during the inspection mandatorily via email as mentioned in the guidelines released by PCI. In case of urgency, Inspectors may call the concerned helpline number published by the PCI.
- ✓ **Inspection report submission:** Inspectors are requested to submit the inspection report only after the completion of all modules within the application.
- ✓ **TA/DA Claim:** Inspectors must submit their bills and invoices on the mobile application only for the claim related to TA/DA from PCI.

Don'ts:

- ✗ **Compromise on Security:** Avoid compromising the security of sensitive information by using unsecured networks or sharing devices for conducting inspections.
- ✗ **Use of wrong applications:** Inspectors are requested to uninstall all previous versions or applications released by PCI and download the updated Application from the link shared via PCI i.e. (https://play.google.com/store/apps/details?id=pci_Inspection.ionic.starter).
  The name of application will be published as **"PCI Inspection V2"**. *Another App with name "PCI Inspection" is an outdated application and need not to be installed for the inspection purposes.*
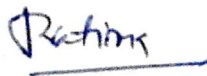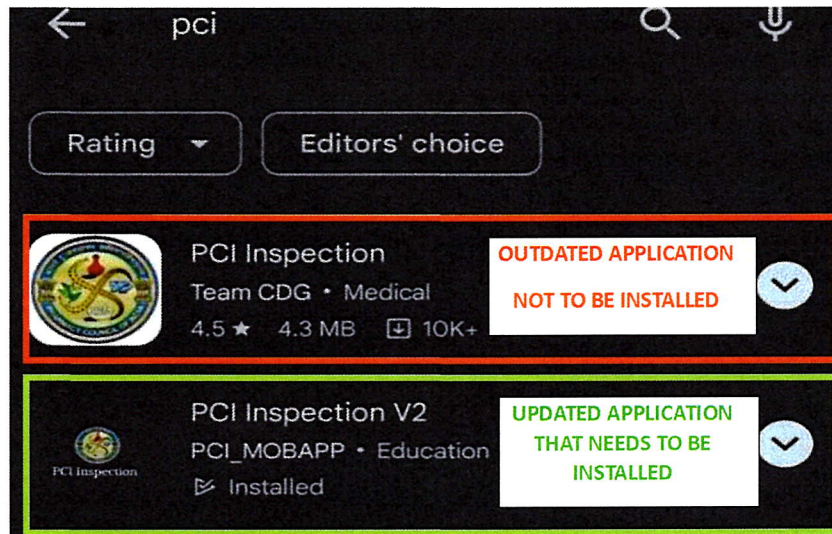
- **✗ Ignore Regulatory Changes and updates**: Avoid ignoring updates to regulatory requ[...] mobile application on Google Play Store. Always check the version and release date be[...] the app to ensure it's the latest version.

- **✗ Delay Reporting:** Don't delay reporting inspection findings and this must be done with[...] inspection; input data into the mobile application promptly to facilitate timely corrective a[...]

- **✗ Skimp on Documentation/Essential Step:** Avoid skimping on documentation; en[...] information and evidence are adequately captured within the mobile application for th[...] Inspectors are requested to follow the designated inspection procedures outlined in the ap[...] not skip any essential steps.

- **✗ Credentials:** Inspectors are requested Keep your login credentials confidential and avoid[...] other inspectors or third party.

- **✗ Assume Perfect Connectivity:** Don't assume perfect internet connectivity; ensure the r[...] has enough strength of the internet connectivity and its tested properly with the different[...] like Wi-Fi connectivity of the university, alternate internet sources etc. before initiating th[...]

- **✗ Device Specifications:** Inspectors are requested to ensure that their devices are up-to[...] mentioned in the circular published by PCI.

- **✗ Storage Availability:** Avoid using the device having low internal storage availability i.e.[...] having less available storage in the mobile i.e. having 2 GB free storage out of 256 GB[...] Both situations need to be avoided during the inspection and inspectors should ensure eno[...]

- ✘ **Device Privacy:** Inspectors must not leave their device unattended in public places during the process of inspection.
- ✘ **Device Power and Battery:** Inspectors must not ignore the battery charging percentage as inspection process may be time taking. Thus, Inspectors are requested to keep the battery fully charged and have backup for the charging to avoid any data loss due to lack of power in the device.
- ✘ **Inspection Data Handling:** Inspectors must not mix up their personal and official inspection data on their mobile phone.
- ✘ **Inspection completion:** Inspectors are requested not to rush through the inspection to complete the same quickly via submitting incomplete or incorrect data.
- ✘ **Inspection report submission:** Inspectors are requested not to submit the inspection report without completing all the modules as the application won't allow you to submit the same.
- ✘ **Multitasking:** Inspectors are requested to avoid multitasking while using the inspection application. Also, ensure that the other applications are closed and not running in the background to ensure smooth performance of the application.

Following these guidelines will help ensure that inspectors are using the latest, most secure, and feature-rich version of the Inspection Mobile Application thereby enhancing your inspection process and maintaining compliance with PCI standards.

This is for your kind information and necessary action.

Yours faithfully

(signature)

(Pratima Tiwari)
Deputy Secretary