

COMPLIANCE · GP PRACTICES

Your CQC inspection readiness checklist

Work through the five key questions CQC asks of every service, so the evidence is ready long before an inspector calls.

How to use this checklist

Tick each item when the evidence is in place and easy to find. Give each section a named owner.

Practice _____

Completed by _____

Date _____

Next review _____

Safe

- ☐ Safeguarding policies for children and adults are current, with a named lead and up-to-date staff training records
- ☐ Recruitment files include DBS checks, references, ID, registration and immunisation status where required
- ☐ Emergency medicines and equipment are checked and logged on a regular schedule (see our emergency kit checklist)
- ☐ Defibrillator, oxygen and pulse oximeter checks are recorded
- ☐ Vaccine fridge temperatures are recorded every working day, with a cold chain breach procedure on display
- ☐ Infection prevention and control audit completed in the last 12 months, with actions followed up
- ☐ Cleaning schedules are in place for clinical rooms and are signed off
- ☐ Clinical waste and sharps are segregated, stored securely and collected by a licensed contractor
- ☐ Significant events and incidents are recorded, discussed and learned from
- ☐ Medicines and patient safety alerts are received, actioned and recorded
- ☐ Health and safety, fire and legionella risk assessments are in date

Effective

- ☐ Clinical audits show improvement over time
- ☐ Staff appraisals and mandatory training are up to date

- ☐ Clinicians follow current evidence-based guidance, with a way to share updates
- ☐ Patient outcomes data has been reviewed and acted on
- ☐ Coordinated care with community teams, care homes and other services is documented

— Caring

- ☐ Patient feedback (surveys, Friends and Family Test, reviews) is collected and discussed
- ☐ Chaperone policy is in place and patients are told about it
- ☐ Privacy is protected at reception and in consulting rooms
- ☐ Carers are identified and signposted to support

— Responsive

- ☐ Access arrangements are clear for all patient groups, including reasonable adjustments
- ☐ Complaints are logged, answered on time and learned from
- ☐ Appointment availability is monitored and adjusted to demand
- ☐ Information is available in accessible formats and other languages

— Well-led

- ☐ A clear vision and strategy that staff know about
- ☐ Governance meetings are minuted, with actions tracked
- ☐ Policies are version-controlled and reviewed on schedule
- ☐ Business continuity plan is tested and up to date
- ☐ Staff feel able to raise concerns (Freedom to Speak Up arrangements)
- ☐ The practice registration details on the CQC website are correct

Top tip

Keep one shared "inspection folder" (paper or digital) with a page for each key question. When CQC asks for evidence, you will know exactly where it is.

— Action plan

Gap found	Action	Owner	Due date	Done

Stock up in one order

Order by 4pm for next-day delivery. One account, one invoice.

[CQC essentials →](#)

[Free fridge temperature book →](#)

This resource is general guidance to help you organise your practice. It does not replace national guidance, manufacturer instructions or your own policies, which you should always follow. Check that it reflects the current requirements that apply to your organisation. Produced by Medical Supermarket, a trading name of ProCure Health Ltd.