



中華人民共和國香港特別行政區政府總部食物及衛生局
Food and Health Bureau, Government Secretariat
The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本函檔號： FHB/H/23/6 Pt.30

電話號碼： 3509 8956

來函檔號：

傳真號碼： 2102 2418

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藥劑製品製造商及外包裝製造商
生產質量管理規範指引

立法會《2014年藥劑業及毒藥(修訂)條例草案》法案委員會在二零一四年十一月三日的會議上討論標題所述事宜。席上劉慧卿議員要求當局在香港藥劑業及毒藥管理局(下稱「管理局」)頒布並刊登於憲報的生產質量管理規範指引(下稱「指引」)時，向衛生事務委員會提供指引副本，作為參考。就此，我們隨函附上指引副本，供衛生事務委員會參閱。

當局在上述法案委員會會議上表示，香港藥物監管制度檢討委員會建議提升香港的生產質量管理規範發牌標準至國際醫藥品稽查協約組織所頒布的水平。根據《藥劑業及毒藥規例》(第138A章)第28A(3)條，管理局已於二零一五年

七月三十一日刊登憲報公告，發出下列指引，並於二零一五年十月一日起生效：—

- 香港藥劑製品外包裝生產質量管理規範指引(附件二)
- 國際醫藥品稽查協約組織所出版之藥品優良製造指引的第一部、第二部及附錄(PE 009-11) (只有英文版本) (附件二)

上述指引可於管理局網站瀏覽 http://www.ppbhk.org.hk/tc_chi/index_content5.html。指引亦可在辦公時間內，於香港灣仔皇后大道東182號順豐國際中心一樓管理局秘書處查閱。

食物及衛生局局長

(周達榮



代行)

副本送：劉慧卿議員
衛生署署長
(經辦人：衛生署助理署長(藥物))

二零一五年十月十六日

香港藥劑製品外包裝 生產質量管理規範指引

2014年12月

香港藥劑業及毒藥管理局

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目的

本生產質量管理規範指引列明獲授權進行外包裝的持牌藥劑製品製造商必須遵從的標準及規定，並且用作藥劑製品外包裝處所的巡查及發牌標準。

涵蓋範圍

本指引適用於只獲授權在香港進行藥劑製品外包裝的持牌製造商。

辭彙

外包裝

一個製造工序，涉及為已密封在容器內將予銷售或供應的藥劑製品加上標籤、重新加上標籤、裝盒、重新裝盒或加上補充資料(包括包裝附頁)。

對照樣本

對每一批起始物料、包裝物料或製成品所保留的樣本，在相關批次的使用期限內，如有需要時，用作分析測試。

留存樣本

一個批次的製成品其完整包裝單元的樣本，貯存以作識別之用。例如在相關批次的貯存期間，如有需要，可用以辨識產品的外觀、包裝、標籤、病人使用說明書、批號、使用期限等。

銷售許可

通過向藥劑業及毒藥管理局註冊，獲授權銷售某種藥劑製品的許可(例如註冊證明書)。至於擬只作出口的藥劑製品，銷售許可則具有關乎海外規管當局的相應涵義。

起始物料

任何用於藥劑製品外包裝的物質，但不包括包裝物料。

1. 品質管理

- 1.1 進行藥劑製品外包裝的公司，應設立並維持一套品質管理系統，列明所需的責任、組織架構、資源、工序、程序及其他活動，確保經外包裝工序後發放銷售或分銷的產品品質有信心。
- 1.2 品質管理系統應有全面的文件紀錄，並應定期監察系統成效。
- 1.3 管理層應委任一名品質保證主任，界定其職責，確保品質管理系統落實推行並得以維持。
- 1.4 品質管理系統應確保：
 - a. 清楚指明管理人員的責任；
 - b. 訂立並維持一套核准外包裝物料供應商的制度；
 - c. 執行一切所需的製程中監控、確效及驗證；
 - d. 按照已既定的程序，正確地包裝和檢查製成品；
 - e. 人手及／或記錄儀器的紀錄須證明，在包裝過程中程序和指令要求的所有步驟均已完成，產品數量及品質符合預期要求。任何重大的偏差須經過調查並有完整紀錄；
 - f. 按照規格評估對物料和製成品檢查和檢驗，並且備存紀錄。產品評估包括檢視和評估相關包裝文件紀錄，以及評估相關程序的偏差；
 - g. 在未經品質保證主任核證每個包裝批次已按照銷售許可規定及任何其他與藥劑製品的包裝、監控及發放相關的規例，予以處理和監控，不得銷售或供應有關藥劑製品；
 - h. 有妥善的安排，盡可能確保藥劑製品的貯存、分銷及其後處理，可確保產品在整個使用期限內的品質；
 - i. 產品的分銷(批發) 減低對產品品質構成任何風險；
 - j. 訂立自行檢查及／或品質評核程序，定期評核品質管理系統性的成效及適用情況；
 - k. 訂立一套變更控制系統，以記錄並管理任何可能影響製成品品質的變更；以及
 - l. 對偏差情況的調查、懷疑產品質量缺陷及其他問題，採取(並以文件紀錄)恰當的糾正及／或預防措施。
- 1.5 質量風險管理是藥劑製品質量風險評估、控制、溝通和審核的一個系統程序。可以採用前瞻性的方式或回顧的方式來應用這個系統。
- 1.6 質量風險管理系統應確保：
 - 質量風險評估應根據科學知識及工序所得的經驗為基礎，及評估應與最終保障病人的目標相關聯；
 - 質量風險管理過程的投入程度、形式和文件紀錄，應與風險的級別相符合。

2. 人員

總則

- 2.1 外包裝製造商應有足夠具備適當資格和實務經驗的人員。
- 2.2 外包裝製造商必須備有組織架構圖。對於負責不同崗位的人員應有書面工作職責說明，並有相應的職權。其責任可委托給具備資歷程度的指定副手代為執行，實施外包裝生產質量管理規範時，有關人員的職責不得有空缺或無說明的重疊。

關鍵人員

- 2.3 關鍵人員包括外包裝負責人和品質保證主任。他們必須相互獨立。
- 2.4 外包裝負責人一般有下列職責：
 - a. 監督外包裝工序；
 - b. 確保產品按照適當的文件規定包裝和貯存，以保證產品品質；
 - c. 審批與包裝工序相關的各種指令並確保嚴格執行；
 - d. 確保包裝工序後，包裝紀錄經授權人員審核並簽署；
 - e. 檢查廠房及設備的保養；
 - f. 確保其部門人員接受所需的入職及持續培訓，並根據實際需要作出調整。
- 2.5 品質保證主任一般有下列職責：
 - a. 確保外包裝製造商的品質管理系統之實施及維持；
 - b. 按其認為適當，審批或拒絕起始物料、包裝物料及製成品；
 - c. 評估批次紀錄；
 - d. 確保完成所有必要的檢驗及檢查；
 - e. 審批規格、取樣指令、測試方法及其他品質控制的程序；
 - f. 確保完成適當確效和驗證的工作；
 - g. 核證每批已完成外包裝的藥劑製品均按照本生產質量管理規範指引執行和檢查，才發放銷售或分銷；
 - h. 確保其部門人員接受所需的入職及持續培訓，並根據實際需要作出調整；
 - i. 審批和監察包裝物料的供應商；
 - j. 審批合約協議；
 - k. 統籌自檢、處理投訴及回收的工作。
- 2.6 外包裝負責人和品質保證主任一般共同承擔、或共同執行與品質相關的職責。這些職責可包括：
 - a. 核准書面程序及其他文件，包括當中的修訂；
 - b. 包裝環境監控；
 - c. 廠房衛生；
 - d. 培訓；
 - e. 訂立和監察物料及產品的貯存條件；
 - f. 保存紀錄；
 - g. 監控生產質量管理規範執行的狀況；
 - h. 透過檢查、調查和取樣，以監察可能影響產品品質的因素。

關鍵人員的資格

- 2.7 外包裝負責人應具備適當的學歷，並對生產質量管理規範的原則有足夠的認識。該人員應在藥劑製品製造及／或外包裝方面有充足的經驗，以了解對所進行工序的相關風險。
- 2.8 品質保證主任應具備適當的學歷，並對生產質量管理規範的原則和與藥劑製品有關的法例有足夠的認識。該主任應在藥劑製品外包裝有充足的經驗，並須清晰了解在受監管環境下所進行工序的相關風險。

培訓

- 2.9 任何執行可能影響產品品質的人員，均應接受適當的培訓。
- 2.10 新入職人員除了接受生產質量管理規範的理論和實踐的基礎培訓外，也應接受相關崗位的職責培訓和持續培訓。此外，應定期評估持續培訓的實際效果。制定培訓計劃，並備存培訓紀錄。
- 2.11 訪客或未經培訓的人員應盡量避免進入包裝區。不可避免時，應事先告知有關資料，尤其是有關個人衛生及穿着指定防護衣服的要求，並予以密切指導。

個人衛生

- 2.12 應制訂詳細的衛生規程，以切合廠房內的不同需要。包括與健康、衛生習慣、人員衣物有關的程序。因執行職務而需進入包裝區的所有人員必須知悉並嚴格遵從這些程序。
- 2.13 所有進行包裝工序及／或目視檢查工作的人員，在受聘時應接受視力檢查。首次視力檢查後，視乎工作需要，應接受進一步的視力檢查。
- 2.14 任何進入外包裝區的人員均應穿著與所從事外包裝工作合適的防護衣物，最少必須包括頭套及清潔的防護衣服。
- 2.15 包裝區及貯存區內應禁止吸煙、飲食、嚼食，或貯存食物、飲料、煙草或個人藥物。一般情況下，在包裝區以及可能影響藥品品質的其他區域內，應禁止不衛生的行為。
- 2.16 應指令員工使用洗手設施。

3. 廠房及設備

基本要求

- 3.1 廠房及設備在選置、設計、建造、改造和保養必須符合擬進行的工序。為避免污染、堆積灰塵或污垢，及在一般情況下避免對產品品質造成不良影響，廠房和設備在設計和布局上必須能降低發生錯誤的風險，並能進行有效的清潔和保養為原則。
- 3.2 廠房所處的環境應對物料或產品產生最小的污染風險。
- 3.3 廠房應適當維修保養，確保維修和保養工作不會對產品品質造成任何損害。廠房應按照詳細的書面程序清潔，並在適當時候進行消毒。
- 3.4 廠房應有適當照明、溫度、濕度及通風，以免對在製造和貯存期間的藥劑製品，或設備的正常運作，造成直接或間接的不良影響。
- 3.5 廠房的設計和配備應能有效防止昆蟲或其他動物進入。
- 3.6 應採取措施，以防止未經批准的人員進入廠房。包裝、貯存和品質控制(如有者)區，不得作為非在該區域工作人員的通道。

外包裝區

- 3.7 進行藥劑製品外包裝工序的廠房應有特別的設計和布局，以避免混淆或污染。
- 3.8 外包裝區應有足夠的工作區和半製成品的貯存空間，以有序地放置設備和物料，從而降低混淆不同藥劑製品及其成分的風險，以及降低包裝或控制程序中的遺漏或錯誤風險。
- 3.9 外包裝區域應有充足的照明，特別是在進行目視檢查和包裝過程檢查的地方。
- 3.10 外包裝區應有效通風，並設有同時適合所處理產品、在該區範圍內進行的工序和外環境的空調設備(包括溫度和因應需要而設置的濕度及過濾設備)。
- 3.11 只要在不會對包裝工序帶來任何風險情況下，包裝區範圍內可進行製程中控制程序。

貯存區

- 3.12 貯存區應有足夠的空間，以便有序地貯存不同類別的物料及產品，包括起始物料及包裝物料、製成品，以及待驗、已發放、不合格、退回或回收的產品。
- 3.13 貯存區設計或建造應確保良好的貯存條件。應特別注意清潔乾燥，並維持在可接受的溫度範圍。當需要特別的貯存條件(例如溫度、濕度)時，應提供有關環境及對進行檢查和監測。
- 3.14 應確保在收貨區及發貨區的物料及產品免受外界天氣的影響。收貨區在設計和裝備配置上，應確保接收物料的外包容器在存倉前可進行必要的清潔。
- 3.15 應清楚標明用作貯存處於待驗狀態的分隔區，並只限已經批准的人員進入。任何用作取代實物分隔的系統，必須能提供相等的安全性。
- 3.16 應提供分隔區域，以貯存不合格、回收和退回的物料或產品。
- 3.17 高活性物料或產品應貯存在安全穩當的區域。
- 3.18 印刷包裝物料是藥劑製品符合品質的關鍵，應特別注意把這些物料貯存在安全穩當的地方。

附屬區

- 3.19 休息室和茶點室應與其他區域分隔開。
- 3.20 更衣、洗滌和如廁的設施應方便人員出入，並切合使用人數的需要。洗手間與外包裝

區或貯存區不應直接相通。

設備

- 3.21 包裝設備的設計、擺放位置和保養應配合預定用途，並且不應對產品造成任何損害。
- 3.22 包裝設備的設計應便於容易和徹底清潔。應根據詳細的書面程序清潔設備，並應存放在清潔乾燥的環境。
- 3.23 設備的安裝應防止任何錯誤或污染的風險。
- 3.24 設備的維修和保養工作不應對產品品質造成任何損害。
- 3.25 應備有合適測量範圍與精密度的天平及測量設備，以供包裝及控制工序使用。
- 3.26 應使用適當方法定期校正和檢查測量、稱量、記錄及控制的設備，並備存其相關紀錄。
- 3.27 盡可能把已發生故障的設備移離包裝區，或至少應有明確標示，以示故障。

4. 文件紀錄

文件紀錄發放及控制

- 4.1 應實施適當的監控措施，確保文件的準確性、完整性、可用性及可閱性。指令性文件應正確無誤，並以書面形式提供。「書面」指紀錄或在媒體上所記錄的數據，有關數據以人類可讀的形式所表示。
- 4.2 所有類型的文件應予以界定和遵從。有關規定同樣應用於所有形式的文件媒體類型。複雜的系統需易於理解，有妥善的文件紀錄，以及經認證，並有足夠的監控。很多文件(指令及／或紀錄)可能以混合形式存在，即某些部分為電子版，其他部分為紙張版。混合及單一系統均須述明正本文件、正式文本、數據處理及記錄的關係及控制措施。對電子文件，例如範本、表格和正本文件，應實施適當控制措施。在整段保存期內，應有適當的控制措施，確保紀錄的完整性。
- 4.3 文件應謹慎設計、預備、審核和分發。由正本複製的工作文件不得因複製過程而導致任何錯誤。
- 4.4 載有指令的文件應由適當的獲授權人員審核、簽署及註明日期。文件應有明確的內容，並有獨特的識別，並應界定生效日期。
- 4.5 載有指示的文件應以整齊且易於核對的方式編排。文件的語調及語言應配合其擬作用途。標準操作程序、工作指令及方法，應以命令強制的語調撰寫。
- 4.6 品質管理系統內的文件，應定期檢討和更新。文件一經修訂，應按系統執行以防止誤用作廢文件。
- 4.7 文件不應以手寫。儘管如此，如文件需要填寫數據，應提供足夠空位填寫。

良好文件紀錄指引

- 4.8 手工書寫記錄應以清晰、易讀、不易擦掉的方式填寫。
- 4.9 包裝過程中每項活動完成時應即時記錄，以便追溯所有與藥劑製品包裝有關的重要活動。
- 4.10 如對文件上所填寫內容作出任何更改，應予簽署並註明日期；該更改不應遮蔽原來的資料。並應按需要記錄更改理由。

文件的保存

- 4.11 應清楚界定與每項製造活動有關的紀錄，以及該紀錄的所在位置。應有穩當控制措施，確保紀錄在整段保存期的完整性，並按情況需要加以驗證。
- 4.12 批次文件應保存至產品使用期限完結後一年，或品質保證主任核證該批次後至少五年。兩者以較長者為批次文件保存期。
- 4.13 至於其他類別的文件，保存期會視乎有關文件紀錄所支持的業務活動而定。

規格

- 4.14 起始物料和包裝物料及製成品的規格，應經過適當授權且註明日期。
- 4.15 起始物料和包裝物料的規格應包括下列項目，或提供相關參照資料(如適用)：
 - a. 物料的描述，包括：
 - 指定名稱和內部參考編號；
 - 藥典標準(如有)的相關參考；
 - 核准供應商，及其原始物料生產商(如可能時)；

- 印刷物料的樣本；
- b. 取樣和檢驗指示；
- c. 定性和定量的限度要求；
- d. 貯存條件及注意事項。

4.16 製成品規格可包括下列項目，或提供相關參照資料(如適用)：

- a. 產品的指定名稱和內部參考編號(如適用)；
- b. 處方；
- c. 劑型和包裝詳情；
- d. 取樣和檢驗指示；
- e. 定性和定量的限度要求；
- f. 貯存條件和任何特別注意處理事項(如有)；
- g. 使用期限。

包裝指令

4.17 對每種產品、包裝量和類型都應有獲核准的包裝指令。包裝指令一般包括以下內容，或提供參照資料：

- a. 產品名稱，包括製成品批次編號；
- b. 劑型和劑量(如適用)的描述；
- c. 以最終容器所載的數量、重量或容量表達產品包裝大小；
- d. 全部所需的包裝物料的數量、大小和類型，以及每項相關包裝物料規格的參考編號；
- e. 在適合情況下，相關印刷包裝物料的式樣或複印件，及顯示批次參考編號和使用期限所在位置的樣本；
- f. 檢查設備與工作場所沒有遺下上次包裝工序所使用，而現包裝工序不需要的產品、文件或物料（清場檢查）；及該設備是潔淨及適合使用；
- g. 應遵從的特別注意事項，包括謹慎檢查包裝區與設備，以確認包裝工序開始前已完成包裝線的清場檢查；
- h. 包裝工序的描述，包括任何重要的輔助工序及所需使用的設備；
- i. 製程中管制的詳情，包括抽樣指令及可接受的限度。

批次包裝紀錄

4.18 應保存每批次或部分批次工序的批次包裝紀錄。批次包裝紀錄應按包裝指令的相關部分制定。批次包裝紀錄應包括下列資料：

- a. 產品名稱及批次編號，以及識別該次包裝工序的獨特號碼；
- b. 包裝工序的日期及時間；
- c. 包裝過程中執行每一個重要步驟的操作人員身份(簡簽)，以及負責檢查該工序的人員姓名(如適用)；
- d. 顯示工序是否根據包裝指令進行的鑒別和其他檢查紀錄；
- e. 包裝工序的詳情，包括所使用的設備和包裝線的資料；
- f. 情況許可時，使用的印刷包裝物料的樣本，包括批次編號、使用期限及任何額外套印的樣本；

- g. 以備註形式記錄任何特別問題或異常情況的詳情，以及偏離任何包裝指令的簽署授權；
- h. 所有已發放、使用、銷毀或退回作庫存的印刷包裝物料的數量及參考編號或標識，以及所得產品的數量，以便提供核對數量。如包裝過程有完備的電子監控，有可能作為不包括這項資料的理由；
- i. 負責包裝工序的人員的批核。

程序和記錄

- 4.19 應為起始物料和包裝物料的接收工作，訂立書面程序及記錄。接收記錄應包括以下內容：
- a. 交貨單和容器上的物料名稱；
 - b. 如內部使用的物料名稱與(a)項不同，應註明內部使用的物料名稱和/或參考編號；
 - c. 接收日期；
 - d. 供應商名稱及製造商名稱；
 - e. 製造商的批次或參考編號；
 - f. 接收物料的總數量和容器數量；
 - g. 接收物料後編配的批次編號；
 - h. 任何相關評語。
- 4.20 應為起始物料、包裝物料和其他物料的內部使用標籤、待驗和貯存，訂立適當的書面程序。
- 4.21 應訂立取樣書面程序，包括所用方法及設備、抽取數量及應遵守的預防措施，以防止物料受到污染或變質。
- 4.22 應為不同製造階段的物料及產品檢驗訂立書面程序，描述所用的方法和設備。對所作的檢驗應備存紀錄。
- 4.23 應為物料和產品訂立發放和拒收的書面程序，尤其為品質保證主任訂立發放製成品作銷售或分銷的書面程序。所有紀錄應可供品質保證主任取得。應訂立一套系統以顯示特別的狀況，以及對於重要數據之任何變更。
- 4.24 應保存每一批次產品的分銷紀錄，以備必要時回收任何批次。
- 4.25 以綜合和易於取得的方式備存製造和銷售紀錄，確保可追溯某批產品的歷史。
- 4.26 應按需要對以下例子訂立書面政策、程序、計劃書、報告和所採取行動或得到的結論作出相應的記錄，包括：
- 設備和系統的驗證和確效；
 - 設備的裝配和校正；
 - 保養、清潔和消毒；
 - 人員項目，包括簽名樣式列表、生產質量管理規範和相關技術的培訓、工作衣服和個人衛生，以及評估培訓成效；
 - 環境監察；
 - 害蟲控制；
 - 投訴；
 - 回收；

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- 退回；
 - 變更控制；
 - 偏差與不合格的調查；
 - 內部品質/生產質量管理審查；
 - 在適用時備有紀錄的摘要；
 - 供應商審查。
- 4.27 應為主要的包裝項目和檢驗設備訂立清晰的操作程序。
- 4.28 應為主要或關鍵的分析檢驗、包裝設備和處理產品的區域備有使用登記冊。按年月日次序，適當地記錄區域的使用、設備/方法、校正、保養、清潔或維修工作，其中包括操作日期和操作人員的身份。
- 4.29 應為品質管理系統內的文件保存一份文件清單。

5. 外包裝

總則

- 5.1 外包裝工序應由外包裝負責人執行或監督。
- 5.2 物料在接收或加工後應立即按照實體或行政方式隔離，直到其經發放供使用或分銷為止。
- 5.3 所有物料和產品應在製造商訂立的適當環境下有條理地貯存。應採用按批次分隔的方式貯存和運轉物料和產品。
- 5.4 除非有足夠措施防止錯混，否則不應同時或連續地在同一個房間包裝不同產品。
- 5.5 用於容器、設備或包裝處所的標籤其內容必須清楚和明確，標籤格式應符合製造商的規定。標籤上除了有文字說明外，還可使用顏色，以表示其狀況，例如：待驗、合格、不合格、已清潔等。
- 5.6 應盡可能避免偏離指令或程序。如有偏差發生，應得到品質保證主任的書面批准。

起始物料(用作外包裝的產品)

- 5.7 每次收貨時，應檢查容器、交貨單和供應商標籤，確認起始物料正確無誤，容器包裝和封條完整。
- 5.8 如接收的起始物料是由不同批次組成，則應每批取樣、檢驗和發放。
- 5.9 貯存區內的起始物料應附有適當標籤，標籤上應至少記載下列資料：
 - a. 指定產品名稱和內部參考編號(如有)；
 - b. 接收物料時給予的獨特參考編號；
 - c. 物料狀態(例如待驗、合格、不合格)(如適用)；
 - d. 使用期限或再檢驗日期(如適用)。

如使用完全電腦化貯存系統，以上的資料在標籤上不一定需要為可閱的形式。

- 5.10 應訂立適當程序或措施，以確認每一個容器內的起始物料正確無誤。
- 5.11 只有經品質保證主任發放並在使用期限內的起始物料方可使用。
- 5.12 應集中存放用於同一包裝批次的物料，並加上明顯的標籤。

包裝物料

- 5.13 只可從相關物料規格上列明的核准供應商購買包裝物料。
- 5.14 應為每次接收或每批次的印刷包裝物料編配獨特參考編號或識別標式，以便追溯之用。
- 5.15 應根據既定的規格核對接收的包裝物料，以確認其名稱和質量符合規格要求。只有經品質保證主任發放的包裝物料方可使用。
- 5.16 應特別注意處理和管制印刷包裝物料，其中包括：
 - a. 貯存在妥善的環境，未經批准人員不得進入；
 - b. 貯存和運送期間，貯存在密閉容器，以防錯混；
 - c. 只可由獲授權人員按已核准和紀錄的程序發放使用。
- 5.17 應銷毀陳舊或作廢的印刷包裝物料，並備存紀錄。

外包裝工序

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- 5.18 在建立外包裝工序時，應盡量減少污染、錯混或錯誤替代的風險。除非採取適當的實體分隔措施，否則不應在相互靠近的地方包裝不同產品。
 - 5.19 應備有書面程序，以處理含高活性物質（例如：細胞毒類、類固醇類、荷爾蒙等）或高致敏性物質（例如：青黴素類、頭孢子素類等）的藥劑製品溢出或破損。
 - 5.20 外包裝工序開始前應進行檢查，以確保工作區域、包裝線、印刷機器及其他設備已清潔，且沒有遺下先前使用而不適用於本批次的任何產品、物料或文件。應依照合適的檢查清單執行清場檢查。
 - 5.21 應在每一包裝區域或包裝線標明包裝中的產品名稱和批次編號。
 - 5.22 在交付所有產品和包裝物料到包裝部門時，應檢查產品和物料的數量，確認產品和物料正確無誤，且與包裝指令相符。
 - 5.23 應為每個包裝工序編配獨特編號以便追溯。並應在製成品的外包裝上顯示這個獨特編號。
 - 5.24 任何單獨打印操作或包裝過程中打印(例如：編號和使用期限)均應進行檢查，確保其正確無誤及予以記錄。應注意人手打印操作並定期複檢。
 - 5.25 採用切割式的標籤和包裝線以外打印標籤時應特別注意。一般來說，滾動式輸送標籤較切割式標籤更有效防止錯混。
 - 5.26 應檢查電子讀碼機、標籤計數器或其他類似的裝置，以確保其正常運作。
 - 5.27 包裝物料的印刷和模壓資料應清晰，不易褪色或抹掉。
 - 5.28 在包裝過程期間，應至少按照以下項目檢查產品：
 - a. 包裝外觀；
 - b. 包裝是否完整；
 - c. 所包裝的產品與物料是否正確；
 - d. 打印的資料是否正確；
 - e. 任何額外標籤是否正確。從包裝線上取走的樣本不應退回包裝線。
 - 5.29 涉及異常事故的產品，須經獲授權人員的特別檢查、調查和核准，方可重新納入包裝線。應詳細記錄有關事故。
 - 5.30 核對起始物料、印刷包裝物料和製成品的數量一致性，如發現有顯著或異常的差異，應查明原因，在得出滿意解釋後，方可發放。
 - 5.31 包裝工序完成後，應銷毀所有剩餘印有批次編號的包裝物料，並記錄在案。如把未印上批號的印刷包裝物料退回庫存，應按照書面程序執行。
 - 5.32 在品質保證主任發放製成品之前，應存放製成品在合適環境的待驗區。
 - 5.33 放行後，應貯存製成品在合適環境的可用庫存區內。

不合格貨品

- 5.34 應清楚標明不合格的物料和產品，並分隔貯存在限制區域。有關物料和產品應退回供應商、或在適當時再處理或予以銷毀。任何措施應由品質保證主任批准和記錄。
- 5.35 應視再處理不合格產品為罕見的情況。僅在成品的品質不受影響、符合規格，且經評估所涉及風險後，依界定且經核准的程序執行時方始允許。應備存再處理的紀錄。

退回貨品

- 5.36 從市場退回及已經離開製造商之控制的產品，應予銷毀，除非其品質是毫無疑問並且

滿意。

- 5.37 應備有書面程序處理被退回的產品。應保存所有被退回產品的紀錄。在決定如何處置被退回的產品前，應把該等產品與可銷售存貨分開貯存。
- 5.38 只有品質保證主任按書面程序嚴格評估後的退回產品，才可考慮重新銷售或重新標籤。
- 5.39 符合以下情況的退回產品方可轉回可銷售存貨：
- a. 貨品的原來包裝未被打開及狀況良好；
 - b. 尚餘下的使用期限可接受；及
 - c. 貨品經品質保證主任檢查和評估。評估應考慮到產品的本質、是否須有特別的貯存條件，其狀況及歷史，以及由分發至被退回相隔的時期；尤應留意不耐熱的產品。

凡對產品的品質產生任何疑問，就不需考慮其適合重新出貨或重新使用。採取的任何措施皆應予適當地記錄。

6. 品質控制

總則

- 6.1 品質控制涉及取樣、規格和檢驗，與及組織、文件紀錄和發放程序，以確保必要和相關的檢驗均已進行，並且確保質量判定為滿意前，物料不能發放使用、產品亦不能發放銷售或供應。
- 6.2 應委派一名指定人員負責品質控制。該人員可以是品質保證主任或其他獨立於外包裝工序的人員。

品質控制

- 6.3 在接收每一批次的起始物料時，均應核對送貨單、分析證明書、既定規格等文件，及檢查包裝/封條是否完整，以確認其本質、真偽和品質。這些檢查應予以記錄。
- 6.4 如起始物料的任何一個批次欠缺分析證明書，應交由合適的認可化驗所測試其符合既定規格後，方可核准作外包裝之用。
- 6.5 如用作外包裝的藥劑製品是貯存在沒有標籤的容器之內，不管是否備有分析證明書，均應對每一批次抽取具代表性樣本，並由合適的認可化驗所以特定的化學或儀器技術確認其本質。此外，每批沒有標籤的藥劑製品的外包裝應在單一次的包裝工序完成，以減低錯混餘下沒有標籤容器的風險。
- 6.6 已接收的包裝物料，包括印刷包裝物料，應按既定規格確認其本質和品質。這些檢查應予以記錄。
- 6.7 製成品的評估應包含所有相關的因素，包括包裝狀況、製程中檢驗的結果、包裝文件的檢討、符合製成品規格及最終成品包裝的檢查。

對照樣本及留存樣本

- 6.8 應從每批物料或產品抽取具代表性的對照樣本，樣本數量應至少足夠兩次的完整分析檢測。
- 6.9 每一次不同的包裝工序，應從每一個個別包裝工序抽取至少一個留存樣本。
- 6.10 每批製成品的對照樣本及留存樣本應保存至使用期限完結後至少一年。
- 6.11 對照樣本應包含在其上市產品的最終內包裝中，留存樣本應為某批製成品的完整包裝單位，並按其產品註冊的存放條件貯存。

7. 委託包裝及檢驗

總則

- 7.1 應有書面合約，闡明委託包裝和/或檢驗及相關的技術安排事項。
- 7.2 委託包裝及檢驗的所有安排，包括在技術或其他安排中所提出的任何變更，均應符合有關產品註冊批准的要求。

合約委託方

- 7.3 合約委託方有責任評估合約受託方是否勝任所委託的工作，並透過合約確保合約受託方依循本指引所定的生產質量管理規範指引和原則。
- 7.4 合約委託方應提供一切所需資料給予合約受託方，以便合約受託方能準確地依據藥品註冊和相關法定要求執行所委託的工序。合約委託方應確保合約受託方完全明白與產品或工序相關的各種問題，這些產品或工序有可能對受託方的廠房、設備、人員、其他物料或產品造成危害。
- 7.5 合約委託方應確保合約受託方所移交的已委託加工的產品和物料已符合其規格，或該產品已獲得授權人批准發放。

合約受託方

- 7.6 合約受託方須具備足夠的廠房、設備、知識及經驗、能勝任工作的人員，以順利完成委託方所委託的工作。從事委託製造的製造商須持有相關的製造商牌照。
- 7.7 合約受託方應確保所收到的產品和物料均符合其擬定用途。
- 7.8 合約受託方未經合約委託方的預先評估和批准前，不得將所委託的工作轉給第三方。受託方與第三方之間的協議，應確保第三方能夠得到原始委託方與受託方之間同樣的包裝、檢驗方面的資料。
- 7.9 受託方不得從事任何可能對包裝或檢驗的產品品質有不利影響的活動。

合約

- 7.10 委託方應與受託方之間簽定合約，規定各自在產品包裝和控制方面的職責。應由具有藥劑技術、分析和具有生產質量管理規範知識的人員制訂合約內的技術細節。委託包裝和檢驗的各項工作安排必須符合產品註冊的規定並經雙方同意。
- 7.11 合約應詳細規定授權人發放產品銷售的方式，以確保每一批次均按照藥品註冊的規定進行包裝和檢查。
- 7.12 合約應清楚訂明何方負責物料的採購、檢驗和發放；進行包裝及品質控制（包括製造過程控制），以及何方負責取樣和檢驗。在委託檢驗的情況下，合約應闡明合約受託方是否在委託方的廠房取樣。
- 7.13 包裝、檢驗及銷售紀錄和參照樣本應由合約委託方保存或利用。合約委託方必須能夠查閱任何因投訴或懷疑產品品質有缺陷而進行的產品品質評估記錄，合約委託方亦應在處理有產品品質缺陷或回收程序中應有明確而詳細的規定。
- 7.14 書面合約應訂明合約委託方有權視察合約受託方的設施。
- 7.15 在委託檢驗的情況下，合約受託方應明白會接受藥物辦公室的巡查。

8. 投訴及產品回收

投訴

- 8.1 應指派品質保證主任負責處理投訴及決定應採取的措施，並指派足夠人員協助他執行有關職務。
- 8.2 所有關於可能有產品缺陷的投訴及其他資訊，必須根據書面程序徹底調查。該程序應說明處理關於可能有產品缺陷的投訴時應採取的措施，包括考慮從市場回收產品的必要性。
- 8.3 該程序需確保所有關於已推出市場產品的投訴須經過審查，調查導致產品質量缺陷的原因和採取適當的措施預防問題再次出現。
- 8.4 所有產品缺陷的投訴應詳細記錄各個細節，並徹底進行調查。
- 8.5 如發現或懷疑某批產品存在缺陷，應考慮檢查相關產品的其他批號是否受到影響。
- 8.6 因投訴而作出的所有決定和採取的措施，均應有記錄，並應注明所查相關批紀錄。
- 8.7 應定期檢討投訴紀錄，以便留意任何需加注意的特殊問題或重複發生的問題，可能從市場回收已推出的產品。
- 8.8 應特別注意投訴是否因假冒偽造所引起。
- 8.9 製造商如由於可能有製造失誤、產品變質、發現偽造品或任何其他嚴重產品質量問題，而考慮採取行動時，應通知藥物辦公室。

回收

- 8.10 應擬定回收系統使其能應用於所有緊急情況，在需要的情況下，能迅速和有效地從市場收回已知悉或懷疑有缺陷的產品。
- 8.11 品質保證主任應被指定為負責執行與協調回收相關工作的人員，並應指派足夠人員支援，就相應的緊急程度處理所有回收工作。該負責人員一般應獨立於銷售和市場部門。
- 8.12 為計劃任何回收工作，應制訂書面的回收處理程序，並定期檢查及在必要時修訂該程序。
- 8.13 回收處理應能隨時及迅速實施地啟動。
- 8.14 如打算從市場回收有缺陷或懷疑有缺陷的產品時，應立即通報該產品可能被分銷到的所有國家的藥物監管機構。
- 8.15 品質保證主任應能迅速地取得分銷紀錄，該紀錄應有足夠的批發商和直接供貨的顧客資料（包括地址、辦公時間及非辦公時間的聯絡電話及/或傳真號碼、產品批號及送貨數量），此安排亦適用於出口產品及醫療樣品。
- 8.16 已回收的產品在等候處置期間，應予以識別並獨立貯存在穩當區域內。
- 8.17 應記錄回收工作的進度，然後撰寫總結報告，內容包括計算已送貨產品數量和回收產品數量之間的數額一致性。
- 8.18 應定期對回收工作的有效性進行評估。

9. 自檢

- 9.1 為監察生產質量管理規範的實施情況，應進行自檢，並提出必要的改進措施。
- 9.2 應按預定的計劃，定期檢查人事、廠房、設備、文件紀錄、包裝、品質控制、藥劑製品的分銷、處理投訴與回收的安排，以及自檢，以確認其符合質量保證的原則。
- 9.3 自檢應由指定能勝任的人員以獨立且詳細的方式進行。此外，外部專家進行獨立質量審查也有幫助的。
- 9.4 所有自檢應備存紀錄，自檢報告應包括自檢過程中觀察到的所有情況，以及提出改進措施的建議。隨後採取的跟進措施亦應有相應的記錄。

附錄

下列國際醫藥品稽查協約組織的藥品生產質量管理規範指引（《指引》）的附錄均適用於藥劑製品的外包裝：

- 附錄 8 起始及包裝物料的取樣
- 附錄 19 對照樣本與留存樣本

如外包裝工序使用電腦化系統或自動化系統，以下其中一個或兩個附加的附錄均適用：

- 附錄 11 電腦化系統
- 附錄 15 確效及驗證



PHARMACEUTICAL INSPECTION CONVENTION
PHARMACEUTICAL INSPECTION CO-OPERATION SCHEME

PE 009-11 (Intro)
1 March 2014

**GUIDE TO GOOD MANUFACTURING
PRACTICE FOR MEDICINAL PRODUCTS**

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INTRODUCTION

General

In order to further facilitate the removal of barriers to trade in medicinal products, to promote uniformity in licensing decisions and to ensure the maintaining of high standards of quality assurance in the development, manufacture and control of medicinal products, the following Guide to Good Manufacturing Practice for Medicinal Products and its Annexes has been adopted.

The standards set out herein apply to medicines and similar products intended for human use. It is recommended, however, that the same kind of attention be given to the manufacture of veterinary products. Administrative measures of national health authorities should be directed towards the application of these standards in practice, and any new or amended national regulations for good manufacturing practice should at least meet their level. These standards are also intended to serve manufacturers as a basis for the elaboration of specific rules adapted to their individual needs.

It is recognised that there are acceptable methods, other than those described in this Guide, which are capable of achieving the principles of the Guide. This Guide is not intended to place any restraint upon the development of new concepts or new technologies, which have been validated and provide a level of Quality Assurance at least equivalent to those set out in this Guide.

The Guide is divided into two parts and a number of annexes which are common to both parts. Part I covers GMP principles for the manufacture of medicinal products. Part II covers GMP for active substances used as starting materials. The annexes provide detail on specific areas of activity. For some manufacturing processes, different annexes will apply simultaneously (e.g. annex on sterile preparations and on radiopharmaceuticals and/or on biological medicinal products). A glossary of some terms used in the Guide has been incorporated after the annexes. A specific glossary for APIs can be found at the end of Part II.

History

Part I of the PIC/S GMP Guide

Originally, the PIC/S GMP Guide (“PIC Basic Standards” of 1972) derives from the WHO GMP Guide and was further developed in order to comply with stringent manufacturing and health requirements in PIC/S countries, to cover new areas (e.g. biologicals, radiopharmaceuticals, etc.) and to adapt to scientific and industrial technology (e.g. biotech, parametric release etc.). The aim of such improvements was to ensure that high quality medicines were produced in line with the PIC Convention and then the PIC Scheme.

In 1989, the EU adopted its own GMP Guide, which – in terms of GMP requirements – was equivalent to the PIC/S GMP Guide. Since that time, the EU and the PIC/S GMP Guides have been developed in parallel and whenever a change has been made to one, the other has been amended so that both Guides are practically identical.

There are, however, some differences between the two Guides. These differences are the following:

- the definition of Pharmaceutical Product (referred to as “Medicinal Product” in this Guide), which is found in Article 1 of the Pharmaceutical Inspection Convention, has been retained;
- references to the EU Directives, as well as to MRAs, have been deleted;
- the expression “authorised person” (see Glossary) is used in the PIC/S Guide while the expression “Qualified Person” is used in the EU Guide;
- since not all Participating Authorities under the PIC Scheme are parties to the European Pharmacopoeia Convention, the mention of “European Pharmacopoeia” in the Guide has been amended to read “European or other relevant Pharmacopoeia”.

Part II of the PIC/S GMP Guide

On 22 May 2001, the PIC/S Committee adopted the “Good Manufacturing Practice Guide for Active Pharmaceutical Ingredients” (ICH Q7A) developed by the International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) as a stand-alone guide (PE 007). It is recalled that the first draft of this GMP Guide for APIs was elaborated by PIC/S, before it was transferred to ICH. At its Düsseldorf meeting on 29-30 May 2006, the PIC/S Committee decided to make it Part II of the current Guide.

ADOPTION AND ENTRY INTO FORCE

Adoption by the Committee of PE 009-11	18 October 2013
Entry into force of PE 009-11	1 March 2014

REVISION HISTORY

Date	Version Number	Reasons for revision
21 December 2000	PH 1/97 (Rev.)	<ul style="list-style-type: none"> ➤ Revision of Annex 14 ➤ Renumbering of all annexes ➤ Change in the editor’s address and insertion of copyright statement ➤ Inclusion of revision history
10 August 2001	PH 1/97 (Rev. 2)	<ul style="list-style-type: none"> ➤ Amendment of para. 42 of Annex 1 ➤ Revision of Annex 6 ➤ New Annex 15 ➤ New Annex 17 ➤ Amendment to the glossary

15 January 2002	PH 1/97 (Rev. 3)	<ul style="list-style-type: none"> ➤ New Annex 4 ➤ New Annex 5 ➤ Reference to Annex 18 of EC GMP Guide
1 September 2003	PE 009-1	<ul style="list-style-type: none"> ➤ Amendment of Annex 1 (mainly section 3)
1 July 2004	PE 009-2	<ul style="list-style-type: none"> ➤ Revision of Annex 13 ➤ Change in the Editor's co-ordinates
1 January 2006	PE 009-3	<ul style="list-style-type: none"> ➤ Revision of Chapter 1
1 June 2006	PE 009-4	<ul style="list-style-type: none"> ➤ Revision of Chapter 6
1 August 2006	PE 009-5	<ul style="list-style-type: none"> ➤ Corrections to revision of Chapter 6 ➤ Revision of Chapter 8
5 April 2007	PE 009-6	<ul style="list-style-type: none"> ➤ Reorganisation of the PIC/S GMP Guide in Part I, Part II and Annexes ➤ Incorporation of PE 007 (APIs guide) as Part II ➤ New Annex 19 ➤ Revision of the Introduction ➤ Change in the Editor's co-ordinates
1 September 2007	PE 009-7	<ul style="list-style-type: none"> ➤ Revision of General Introduction ("History") and Introduction to Part II ➤ Deletion of footnotes in Chapter 6 (Part I) and Annex 13
15 January 2009	PE 009-8	<ul style="list-style-type: none"> ➤ Revision of Chapter 1 (Part I) ➤ Revision of Annex 1 ➤ New Annex 20
1 September 2009	PE 009-9	<ul style="list-style-type: none"> ➤ Revision of Annex 3
1 January 2013	PE 009-10	<ul style="list-style-type: none"> ➤ Revision of Chapter 4 (Part I) ➤ Revision of Annex 6, 7, 11 and 13
1 March 2014	PE 009-11	<ul style="list-style-type: none"> ➤ Introduction of QRM principals in PIC/S GMP Guide – Part II ➤ Revision of Annex 2 and 14



PHARMACEUTICAL INSPECTION CONVENTION
PHARMACEUTICAL INSPECTION CO-OPERATION SCHEME

PE 009-11 (Part I)
1 March 2014

**GUIDE TO GOOD MANUFACTURING
PRACTICE FOR MEDICINAL PRODUCTS
PART I**

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CHAPTER 1

QUALITY MANAGEMENT

PRINCIPLE

The holder of a manufacturing authorisation must manufacture medicinal products so as to ensure that they are fit for their intended use, comply with the requirements of the Marketing Authorisation and do not place patients at risk due to inadequate safety, quality or efficacy. The attainment of this quality objective is the responsibility of senior management and requires the participation and commitment by staff in many different departments and at all levels within the company, by the company's suppliers and by the distributors. To achieve the quality objective reliably there must be a comprehensively designed and correctly implemented system of Quality Assurance Incorporating Good Manufacturing Practice, and thus Quality Control and Quality Risk Management. It should be fully documented and its effectiveness monitored. All parts of the Quality Assurance systems should be adequately resourced with competent personnel, and suitable and sufficient premises, equipment and facilities. There are additional legal responsibilities for the holder of the manufacturing authorisation and for the authorised person(s).

The basic concepts of Quality Assurance, Good Manufacturing Practice, Quality Control and Quality Risk Management are inter-related. They are described here in order to emphasise their relationships and their fundamental importance to the production and control of medicinal products.

QUALITY ASSURANCE

1.1 Quality Assurance is a wide-ranging concept, which covers all matters, which individually or collectively influence the quality of a product. It is the sum total of the organised arrangements made with the objective of ensuring that medicinal products are of the quality required for their intended use. Quality Assurance therefore incorporates Good Manufacturing Practice plus other factors outside the scope of this Guide.

The system of Quality Assurance appropriate for the manufacture of medicinal products should ensure that:

- i. medicinal products are designed and developed in a way that takes account of the requirements of Good Manufacturing Practice ;
- ii. production and control operations are clearly specified and Good Manufacturing Practice adopted;
- iii. managerial responsibilities are clearly specified;

- iv. arrangements are made for the manufacture, supply and use of the correct starting and packaging materials;
- v. all necessary controls on intermediate products, and any other in-process controls and validations are carried out;
- vi. the finished product is correctly processed and checked, according to the defined procedures;
- vii. medicinal products are not sold or supplied before an authorised person has certified that each production batch has been produced and controlled in accordance with the requirements of the marketing authorisation and any other regulations relevant to the production, control and release of medicinal products;
- viii. satisfactory arrangements exist to ensure, as far as possible, that the medicinal products are stored, distributed and subsequently handled so that quality is maintained throughout their shelf life;
- ix. there is a procedure for self-inspection and/or quality audit, which regularly appraises the effectiveness and applicability of the quality assurance system.

GOOD MANUFACTURING PRACTICE FOR MEDICINAL PRODUCTS (GMP)

- 1.2 Good Manufacturing Practice is that part of Quality Assurance which ensures that Medicinal products are consistently produced and controlled to the quality standards appropriate to their intended use and as required by the marketing authorisation or product specification.

Good Manufacturing Practice is concerned with both production and quality control. The basic requirements of GMP are that:

- i. all manufacturing processes are clearly defined, systematically reviewed in the light of experience and shown to be capable of consistently manufacturing medicinal products of the required quality and complying with their specifications;
- ii. critical steps of manufacturing processes and significant changes to the process are validated;
- iii. all necessary facilities for GMP are provided including:
 - a. appropriately qualified and trained personnel;
 - b. adequate premises and space;
 - c. suitable equipment and services;
 - d. correct materials, containers and labels;
 - e. approved procedures and instructions;

- f. suitable storage and transport;
- iv. instructions and procedures are written in an instructional form in clear and unambiguous language, specifically applicable to the facilities provided;
- v. operators are trained to carry out procedures correctly;
- vi. records are made, manually and/or by recording instruments, during manufacture which demonstrate that all the steps required by the defined procedures and instructions were in fact taken and that the quantity and quality of the product was as expected. Any significant deviations are fully recorded and investigated;
- vii. records of manufacture including distribution which enable the complete history of a batch to be traced, are retained in a comprehensible and accessible form;
- viii. the distribution (wholesaling) of the products minimises any risk to their quality;
- ix. a system is available to recall any batch of product, from sale or supply;
- x. complaints about marketed products are examined, the causes of quality defects investigated and appropriate measures taken in respect of the defective products and to prevent re-occurrence.

QUALITY CONTROL

1.3 Quality Control is that part of Good Manufacturing Practice which is concerned with sampling, specifications and testing, and with the organisation, documentation and release procedures which ensure that the necessary and relevant tests are actually carried out and that materials are not released for use, nor products released for sale or supply, until their quality has been judged to be satisfactory.

The basic requirements of Quality Control are that:

- i. adequate facilities, trained personnel and approved procedures are available for sampling, inspecting and testing starting materials, packaging materials, intermediate, bulk, and finished products, and where appropriate for monitoring environmental conditions for GMP purposes;
- ii. samples of starting materials, packaging materials, intermediate products, bulk products and finished products are taken by personnel and by methods approved by Quality Control;
- iii. test methods are validated;

- iv. records are made, manually and/or by recording instruments, which demonstrate that all the required sampling, inspecting and testing procedures were actually carried out. Any deviations are fully recorded and investigated;
- v. the finished products contain active ingredients complying with the qualitative and quantitative composition of the marketing authorisation, are of the purity required, and are enclosed within their proper containers and correctly labelled;
- vi. records are made of the results of inspection and that testing of materials, intermediate, bulk, and finished products is formally assessed against specification. Product assessment includes a review and evaluation of relevant production documentation and an assessment of deviations from specified procedures;
- vii. no batch of product is released for sale or supply prior to certification by an authorised person that it is in accordance with the requirements of the relevant authorisations;
- viii. sufficient reference samples of starting materials and products are retained to permit future examination of the product if necessary and that the product is retained in its final pack unless exceptionally large packs are produced.

PRODUCT QUALITY REVIEW

- 1.4 Regular periodic or rolling quality reviews of all licensed medicinal products, including export only products, should be conducted with the objective of verifying the consistency of the existing process, the appropriateness of current specifications for both starting materials and finished product to highlight any trends and to identify product and process improvements. Such reviews should normally be conducted and documented annually, taking into account previous reviews, and should include at least:
- i. A review of starting materials including packaging materials used in the product, especially those from new sources.
 - ii. A review of critical in-process controls and finished product results.
 - iii. A review of all batches that failed to meet established specification(s) and their investigation.
 - iv. A review of all significant deviations or non-conformances, their related investigations, and the effectiveness of resultant corrective and preventative actions taken.
 - v. A review of all changes carried out to the processes or analytical methods.

- vi. A review of Marketing Authorisation variations submitted/granted/refused, including those for third country (export only) dossiers.
- vii. A review of the results of the stability monitoring programme and any adverse trends.
- viii. A review of all quality-related returns, complaints and recalls and the investigations performed at the time.
- ix. A review of adequacy of any other previous product process or equipment corrective actions.
- x. For new marketing authorisations and variations to marketing authorisations, a review of post-marketing commitments.
- xi. The qualification status of relevant equipment and utilities, e.g. HVAC, water, compressed gases, etc.
- xii. A review of any contractual arrangements as defined in Chapter 7 to ensure that they are up to date.

The manufacturer and marketing authorisation holder should evaluate the results of this review and an assessment made of whether corrective and preventative action or any revalidation should be undertaken. Reasons for such corrective actions should be documented. Agreed corrective and preventative actions should be completed in a timely and effective manner. There should be management procedures for the ongoing management and review of these actions and the effectiveness of these procedures verified during self-inspection. Quality reviews may be grouped by product type, e.g. solid dosage forms, liquid dosage forms, sterile products, etc. where scientifically justified.

Where the marketing authorisation holder is not the manufacturer, there should be a technical agreement in place between the various parties that defines their respective responsibilities in producing the quality review. The authorised person responsible for final batch certification together with the marketing authorisation holder should ensure that the quality review is performed in a timely manner and is accurate.

QUALITY RISK MANAGEMENT

- 1.5 Quality risk management is a systematic process for the assessment, control, communication and review of risks to the quality of the medicinal product. It can be applied both proactively and retrospectively.
- 1.6 The quality risk management system should ensure that:
 - the evaluation of the risk to quality is based on scientific knowledge, experience with the process and ultimately links to the protection of the patient;
 - the level of effort, formality and documentation of the quality risk management process is commensurate with the level of risk.

Examples of the processes and applications of quality risk management can be found inter alia in Annex 20.

CHAPTER 2

PERSONNEL

PRINCIPLE

The establishment and maintenance of a satisfactory system of quality assurance and the correct manufacture of medicinal products relies upon people. For this reason there must be sufficient qualified personnel to carry out all the tasks which are the responsibility of the manufacturer. Individual responsibilities should be clearly understood by the individuals and recorded. All personnel should be aware of the principles of Good Manufacturing Practice that affect them and receive initial and continuing training, including hygiene instructions, relevant to their needs.

GENERAL

- 2.1. The manufacturer should have an adequate number of personnel with the necessary qualifications and practical experience. The responsibilities placed on any one individual should not be so extensive as to present any risk to quality.
- 2.2. The manufacturer must have an organisation chart. People in responsible positions should have specific duties recorded in written job descriptions and adequate authority to carry out their responsibilities. Their duties may be delegated to designated deputies of a satisfactory qualification level. There should be no gaps or unexplained overlaps in the responsibilities of those personnel concerned with the application of Good Manufacturing Practice.

KEY PERSONNEL

- 2.3. Key Personnel includes the head of Production, the head of Quality Control, and if at least one of these persons is not responsible for the release of products the authorised person(s) designated for the purpose. Normally key posts should be occupied by full-time personnel. The heads of Production and Quality Control must be independent from each other. In large organisations, it may be necessary to delegate some of the functions listed in 2.5., 2.6. and 2.7.
- 2.4. ...
- 2.5. The head of the Production Department generally has the following responsibilities:
 - i. to ensure that products are produced and stored according to the appropriate documentation in order to obtain the required quality;
 - ii. to approve the instructions relating to production operations and to ensure their strict implementation;

- iii. to ensure that the production records are evaluated and signed by an authorised person before they are sent to the Quality Control Department;
- iv. to check the maintenance of his department, premises and equipment;
- v. to ensure that the appropriate validations are done;
- vi. to ensure that the required initial and continuing training of his department personnel is carried out and adapted according to need.

2.6. The head of the Quality Control Department generally has the following responsibilities:

- i. to approve or reject, as he sees fit, starting materials, packaging materials, and intermediate, bulk and finished products;
- ii. to evaluate batch records;
- iii. to ensure that all necessary testing is carried out;
- iv. to approve specifications, sampling instructions, test methods and other Quality Control procedures;
- v. to approve and monitor any contract analysts;
- vi. to check the maintenance of his department, premises and equipment;
- vii. to ensure that the appropriate validations are done;
- viii. to ensure that the required initial and continuing training of his department personnel is carried out and adapted according to need.

Other duties of the Quality Control Department are summarised in Chapter 6.

2.7. The heads of Production and Quality Control generally have some shared, or jointly exercised, responsibilities relating to quality. These may include, subject to any national regulations:

- the authorisation of written procedures and other documents, including amendments;
- the monitoring and control of the manufacturing environment;
- plant hygiene;
- process validation;
- training;
- the approval and monitoring of suppliers of materials;
- the approval and monitoring of contract manufacturers;
- the designation and monitoring of storage conditions for materials and products;

- the retention of records;
- the monitoring of compliance with the requirements of GMP;
- the inspection, investigation, and taking of samples, in order to monitor factors which may affect product quality.

TRAINING

- 2.8. The manufacturer should provide training for all the personnel whose duties take them into production areas or into control laboratories (including the technical, maintenance and cleaning personnel), and for other personnel whose activities could affect the quality of the product.
- 2.9. Beside the basic training on the theory and practice of Good Manufacturing Practice, newly recruited personnel should receive training appropriate to the duties assigned to them. Continuing training should also be given, and its practical effectiveness should be periodically assessed. Training programmes should be available, approved by either the head of Production or the head of Quality Control, as appropriate. Training records should be kept.
- 2.10. Personnel working in areas where contamination is a hazard, e.g. clean areas or areas where highly active, toxic, infectious or sensitising materials are handled, should be given specific training.
- 2.11. Visitors or untrained personnel should, preferably, not be taken into the production and Quality Control areas. If this is unavoidable, they should be given information in advance, particularly about personal hygiene and the prescribed protective clothing. They should be closely supervised.
- 2.12. The concept of Quality Assurance and all the measures capable of improving its understanding and implementation should be fully discussed during the training sessions.

PERSONNEL HYGIENE

- 2.13. Detailed hygiene programmes should be established and adapted to the different needs within the factory. They should include procedures relating to the health, hygiene practices and clothing of personnel. These procedures should be understood and followed in a very strict way by every person whose duties take him into the production and control areas. Hygiene programmes should be promoted by management and widely discussed during training sessions.
- 2.14. All personnel should receive medical examination upon recruitment. It must be the manufacturer's responsibility that there are instructions ensuring that health conditions that can be of relevance to the quality of products come to the manufacturer's knowledge. After the first medical examination, examinations should be carried out when necessary for the work and personal health.

- 2.15. Steps should be taken to ensure as far as is practicable that no person affected by an infectious disease or having open lesions on the exposed surface of the body is engaged in the manufacture of medicinal products.
- 2.16. Every person entering the manufacturing areas should wear protective garments appropriate to the operations to be carried out.
- 2.17. Eating, drinking, chewing or smoking, or the storage of food, drink, smoking materials or personal medication in the production and storage areas should be prohibited. In general, any unhygienic practice within the manufacturing areas or in any other area where the product might be adversely affected, should be forbidden.
- 2.18. Direct contact should be avoided between the operator's hands and the exposed product as well as with any part of the equipment that comes into contact with the products.
- 2.19. Personnel should be instructed to use the hand-washing facilities.
- 2.20. Any specific requirements for the manufacture of special groups of products, for example sterile preparations, are covered in the Supplementary Guidelines.

CHAPTER 3

PREMISES AND EQUIPMENT

PRINCIPLE

Premises and equipment must be located, designed, constructed, adapted and maintained to suit the operations to be carried out. Their layout and design must aim to minimise the risk of errors and permit effective cleaning and maintenance in order to avoid cross-contamination, build up of dust or dirt and, in general, any adverse effect on the quality of products.

PREMISES

General

- 3.1. Premises should be situated in an environment which, when considered together with measures to protect the manufacture, presents minimal risk of causing contamination of materials or products.
- 3.2. Premises should be carefully maintained, ensuring that repair and maintenance operations do not present any hazard to the quality of products. They should be cleaned and, where applicable, disinfected according to detailed written procedures.
- 3.3. Lighting, temperature, humidity and ventilation should be appropriate and such that they do not adversely affect, directly or indirectly, either the medicinal products during their manufacture and storage, or the accurate functioning of equipment.
- 3.4. Premises should be designed and equipped so as to afford maximum protection against the entry of insects or other animals.
- 3.5. Steps should be taken in order to prevent the entry of unauthorised people. Production, storage and quality control areas should not be used as a right of way by personnel who do not work in them.

Production Area

- 3.6. In order to minimise the risk of a serious medical hazard due to cross-contamination, dedicated and self-contained facilities must be available for the production of particular medicinal products, such as highly sensitising materials (e.g. penicillins) or biological preparations (e.g. from live micro-organisms). The production of certain additional products, such as certain antibiotics, certain hormones, certain cytotoxics, certain highly active drugs and non-medicinal products should not be conducted in the same facilities. For those products, in exceptional cases, the principle of campaign working in the same facilities can be accepted provided that specific precautions are taken and the necessary

validations are made. The manufacture of technical poisons, such as pesticides and herbicides, should not be allowed in premises used for the manufacture of medicinal products.

- 3.7. Premises should preferably be laid out in such a way as to allow the production to take place in areas connected in a logical order corresponding to the sequence of the operations and to the requisite cleanliness levels.
- 3.8. The adequacy of the working and in-process storage space should permit the orderly and logical positioning of equipment and materials so as to minimise the risk of confusion between different medicinal products or their components, to avoid cross-contamination and to minimise the risk of omission or wrong application of any of the manufacturing or control steps.
- 3.9. Where starting and primary packaging materials, intermediate or bulk products are exposed to the environment, interior surfaces (walls, floors and ceilings) should be smooth, free from cracks and open joints, and should not shed particulate matter and should permit easy and effective cleaning and, if necessary, disinfection.
- 3.10. Pipe work, light fittings, ventilation points and other services should be designed and sited to avoid the creation of recesses which are difficult to clean. As far as possible, for maintenance purposes, they should be accessible from outside the manufacturing areas.
- 3.11. Drains should be of adequate size, and have trapped gullies. Open channels should be avoided where possible, but if necessary, they should be shallow to facilitate cleaning and disinfection.
- 3.12. Production areas should be effectively ventilated, with air control facilities (including temperature and, where necessary, humidity and filtration) appropriate both to the products handled, to the operations undertaken within them and to the external environment.
- 3.13. Weighing of starting materials usually should be carried out in a separate weighing room designed for that use.
- 3.14. In cases where dust is generated (e.g. during sampling, weighing, mixing and processing operations, packaging of dry products), specific provisions should be taken to avoid cross-contamination and facilitate cleaning.
- 3.15. Premises for the packaging of medicinal products should be specifically designed and laid out so as to avoid mix-ups or cross-contamination.
- 3.16. Production areas should be well lit, particularly where visual on-line controls are carried out.
- 3.17. In-process controls may be carried out within the production area provided they do not carry any risk for the production.

Storage Areas

- 3.18. Storage areas should be of sufficient capacity to allow orderly storage of the various categories of materials and products: starting and packaging materials, intermediate, bulk and finished products, products in quarantine, released, rejected, returned or recalled.
- 3.19. Storage areas should be designed or adapted to ensure good storage conditions. In particular, they should be clean and dry and maintained within acceptable temperature limits. Where special storage conditions are required (e.g. temperature, humidity) these should be provided, checked and monitored.
- 3.20. Receiving and dispatch bays should protect materials and products from the weather. Receptions areas should be designed and equipped to allow containers of incoming materials to be cleaned where necessary before storage.
- 3.21. Where quarantine status is ensured by storage in separate areas, these areas must be clearly marked and their access restricted to authorised personnel. Any system replacing the physical quarantine should give equivalent security.
- 3.22. There should normally be a separate sampling area for starting materials. If sampling is performed in the storage area, it should be conducted in such a way as to prevent contamination or cross-contamination.
- 3.23. Segregated areas should be provided for the storage of rejected, recalled or returned materials or products.
- 3.24. Highly active materials or products should be stored in safe and secure areas.
- 3.25. Printed packaging materials are considered critical to the conformity of the medicinal products and special attention should be paid to the safe and secure storage of these materials.

Quality Control Areas

- 3.26. Normally, Quality Control laboratories should be separated from production areas. This is particularly important for laboratories for the control of biologicals, microbiologicals and radioisotopes, which should also be separated from each other.
- 3.27. Control laboratories should be designed to suit the operations to be carried out in them. Sufficient space should be given to avoid mix-ups and cross-contamination. There should be adequate suitable storage space for samples and records.
- 3.28. Separate rooms may be necessary to protect sensitive instruments from vibration, electrical interference, humidity, etc.
- 3.29. Special requirements are needed in laboratories handling particular substances, such as biological or radioactive samples.

Ancillary Areas

- 3.30. Rest and refreshment rooms should be separate from other areas.
- 3.31. Facilities for changing clothes, and for washing and toilet purposes should be easily accessible and appropriate for the number of users. Toilets should not directly communicate with production or storage areas.
- 3.32. Maintenance workshops should as far as possible be separated from production areas. Whenever parts and tools are stored in the production area, they should be kept in rooms or lockers reserved for that use.
- 3.33. Animal houses should be well isolated from other areas, with separate entrance (animal access) and air handling facilities.

EQUIPMENT

- 3.34. Manufacturing equipment should be designed, located and maintained to suit its intended purpose.
- 3.35. Repair and maintenance operations should not present any hazard to the quality of the products.
- 3.36. Manufacturing equipment should be designed so that it can be easily and thoroughly cleaned. It should be cleaned according to detailed and written procedures and stored only in a clean and dry condition.
- 3.37. Washing and cleaning equipment should be chosen and used in order not to be a source of contamination.
- 3.38. Equipment should be installed in such a way as to prevent any risk of error or of contamination.
- 3.39. Production equipment should not present any hazard to the products. The parts of the production equipment that come into contact with the product must not be reactive, additive or absorptive to such an extent that it will affect the quality of the product and thus present any hazard.
- 3.40. Balances and measuring equipment of an appropriate range and precision should be available for production and control operations.
- 3.41. Measuring, weighing, recording and control equipment should be calibrated and checked at defined intervals by appropriate methods. Adequate records of such tests should be maintained.
- 3.42. Fixed pipework should be clearly labelled to indicate the contents and, where applicable, the direction of flow.
- 3.43. Distilled, deionized and, where appropriate, other water pipes should be sanitised according to written procedures that detail the action limits for microbiological contamination and the measures to be taken.
- 3.44. Defective equipment should, if possible, be removed from production and quality control areas, or at least be clearly labelled as defective.

CHAPTER 4

DOCUMENTATION

PRINCIPLE

Good documentation constitutes an essential part of the quality assurance system and is key to operating in compliance with GMP requirements. The various types of documents and media used should be fully defined in the manufacturer's Quality Management System. Documentation may exist in a variety of forms, including paper-based, electronic or photographic media. The main objective of the system of documentation utilised must be to establish, control, monitor and record all activities which directly or indirectly impact on all aspects of the quality of medicinal products. The Quality Management System should include sufficient instructional detail to facilitate a common understanding of the requirements, in addition to providing for sufficient recording of the various processes and evaluation of any observations, so that ongoing application of the requirements may be demonstrated.

There are two primary types of documentation used to manage and record GMP compliance: instructions (directions, requirements) and records/reports. Appropriate good documentation practice should be applied with respect to the type of document.

Suitable controls should be implemented to ensure the accuracy, integrity, availability and legibility of documents. Instruction documents should be free from errors and available in writing. The term 'written' means recorded, or documented on media from which data may be rendered in a human readable form.

REQUIRED GMP DOCUMENTATION (BY TYPE)

Site Master File: A document describing the GMP related activities of the manufacturer.

Instructions (directions, or requirements) type:

Specifications: Describe in detail the requirements with which the products or materials used or obtained during manufacture have to conform. They serve as a basis for quality evaluation.

Manufacturing Formulae, Processing, Packaging and Testing Instructions: Provide detail all the starting materials, equipment and computerised systems (if any) to be used and specify all processing, packaging, sampling and testing instructions. In-process controls and process analytical technologies to be employed should be specified where relevant, together with acceptance criteria.

Procedures: (Otherwise known as Standard Operating Procedures, or SOPs), give directions for performing certain operations.

Protocols: Give instructions for performing and recording certain discreet operations.

Technical Agreements: Are agreed between contract givers and acceptors for outsourced activities.

Record/Report type:

Records: Provide evidence of various actions taken to demonstrate compliance with instructions, e.g. activities, events, investigations, and in the case of manufactured batches a history of each batch of product, including its distribution. Records include the raw data which is used to generate other records. For electronic records regulated users should define which data are to be used as raw data. At least, all data on which quality decisions are based should be defined as raw data.

Certificates of Analysis: Provide a summary of testing results on samples of products or materials¹ together with the evaluation for compliance to a stated specification.

Reports: Document the conduct of particular exercises, projects or investigations, together with results, conclusions and recommendations.

GENERATION AND CONTROL OF DOCUMENTATION

- 4.1 All types of document should be defined and adhered to. The requirements apply equally to all forms of document media types. Complex systems need to be understood, well documented, validated, and adequate controls should be in place. Many documents (instructions and/or records) may exist in hybrid forms, i.e. some elements as electronic and others as paper based. Relationships and control measures for master documents, official copies, data handling and records need to be stated for both hybrid and homogenous systems. Appropriate controls for electronic documents such as templates, forms, and master documents should be implemented. Appropriate controls should be in place to ensure the integrity of the record throughout the retention period.
- 4.2 Documents should be designed, prepared, reviewed, and distributed with care. They should comply with the relevant parts of Product Specification Files, Manufacturing and Marketing Authorisation dossiers, as appropriate. The reproduction of working documents from master documents should not allow any error to be introduced through the reproduction process.

¹ Alternatively the certification may be based, in-whole or in-part, on the assessment of real time data (summaries and exception reports) from batch related process analytical technology (PAT), parameters or metrics as per the approved marketing authorisation dossier.

- 4.3 Documents containing instructions should be approved, signed and dated by appropriate and authorised persons. Documents should have unambiguous contents and be uniquely identifiable. The effective date should be defined.
- 4.4 Documents containing instructions should be laid out in an orderly fashion and be easy to check. The style and language of documents should fit with their intended use. Standard Operating Procedures, Work Instructions and Methods should be written in an imperative mandatory style.
- 4.5 Documents within the Quality Management System should be regularly reviewed and kept up-to-date. When a document has been revised, systems should be operated to prevent inadvertent use of superseded documents.
- 4.6 Documents should not be hand-written; although, where documents require the entry of data, sufficient space should be provided for such entries.

GOOD DOCUMENTATION PRACTICES

- 4.7 Handwritten entries should be made in clear, legible, indelible way.
- 4.8 Records should be made or completed at the time each action is taken and in such a way that all significant activities concerning the manufacture of medicinal products are traceable.
- 4.9 Any alteration made to the entry on a document should be signed and dated; the alteration should permit the reading of the original information. Where appropriate, the reason for the alteration should be recorded.

RETENTION OF DOCUMENTS

- 4.10 It should be clearly defined which record is related to each manufacturing activity and where this record is located. Secure controls must be in place to ensure the integrity of the record throughout the retention period and validated where appropriate.
- 4.11 Specific requirements apply to batch documentation which must be kept for one year after expiry of the batch to which it relates or at least five years after certification of the batch by the Authorised Person, whichever is the longer. For investigational medicinal products, the batch documentation must be kept for at least five years after the completion or formal discontinuation of the last clinical trial in which the batch was used. Other requirements for retention of documentation may be described in legislation in relation to specific types of product (e.g. Advanced Therapy Medicinal Products) and specify that longer retention periods be applied to certain documents.
- 4.12 For other types of documentation, the retention period will depend on the business activity which the documentation supports. Critical documentation, including raw data (for example relating to validation or stability), which supports information in the Marketing Authorisation should be retained whilst the authorisation remains in force. It may be considered acceptable to retire

certain documentation (e.g. raw data supporting validation reports or stability reports) where the data has been superseded by a full set of new data. Justification for this should be documented and should take into account the requirements for retention of batch documentation; for example, in the case of process validation data, the accompanying raw data should be retained for a period at least as long as the records for all batches whose release has been supported on the basis of that validation exercise.

The following section gives some examples of required documents. The quality management system should describe all documents required to ensure product quality and patient safety.

SPECIFICATIONS

- 4.13 There should be appropriately authorised and dated specifications for starting and packaging materials, and finished products.

Specifications for starting and packaging materials

- 4.14 Specifications for starting and primary or printed packaging materials should include or provide reference to, if applicable:

- a) A description of the materials, including:
 - The designated name and the internal code reference;
 - The reference, if any, to a pharmacopoeial monograph;
 - The approved suppliers and, if reasonable, the original producer of the material;
 - A specimen of printed materials;
- b) Directions for sampling and testing;
- c) Qualitative and quantitative requirements with acceptance limits;
- d) Storage conditions and precautions;
- e) The maximum period of storage before re-examination.

Specifications for intermediate and bulk products

- 4.15 Specifications for intermediate and bulk products should be available for critical steps or if these are purchased or dispatched. The specifications should be similar to specifications for starting materials or for finished products, as appropriate.

Specifications for finished products

- 4.16 Specifications for finished products should include or provide reference to:
- a) The designated name of the product and the code reference where applicable;

- b) The formula;
- c) A description of the pharmaceutical form and package details;
- d) Directions for sampling and testing;
- e) The qualitative and quantitative requirements, with the acceptance limits;
- f) The storage conditions and any special handling precautions, where applicable;
- g) The shelf-life.

MANUFACTURING FORMULA AND PROCESSING INSTRUCTIONS

Approved, written Manufacturing Formula and Processing Instructions should exist for each product and batch size to be manufactured.

4.17 The Manufacturing Formula should include:

- a) The name of the product, with a product reference code relating to its specification;
- b) A description of the pharmaceutical form, strength of the product and batch size;
- c) A list of all starting materials to be used, with the amount of each, described; mention should be made of any substance that may disappear in the course of processing;
- d) A statement of the expected final yield with the acceptable limits, and of relevant intermediate yields, where applicable.

4.18 The Processing Instructions should include:

- a) A statement of the processing location and the principal equipment to be used;
- b) The methods, or reference to the methods, to be used for preparing the critical equipment (e.g. cleaning, assembling, calibrating, sterilising);
- c) Checks that the equipment and work station are clear of previous products, documents or materials not required for the planned process, and that equipment is clean and suitable for use;
- d) Detailed stepwise processing instructions [e.g. checks on materials, pre-treatments, sequence for adding materials, critical process parameters (time, temp etc)];
- e) The instructions for any in-process controls with their limits;

- f) Where necessary, the requirements for bulk storage of the products; including the container, labeling and special storage conditions where applicable;
- g) Any special precautions to be observed.

Packaging Instructions

4.19 Approved Packaging Instructions for each product, pack size and type should exist. These should include, or have a reference to, the following:

- a) Name of the product; including the batch number of bulk and finished product;
- b) Description of its pharmaceutical form, and strength where applicable;
- c) The pack size expressed in terms of the number, weight or volume of the product in the final container;
- d) A complete list of all the packaging materials required, including quantities, sizes and types, with the code or reference number relating to the specifications of each packaging material;
- e) Where appropriate, an example or reproduction of the relevant printed packaging materials, and specimens indicating where to apply batch number references, and shelf life of the product;
- f) Checks that the equipment and work station are clear of previous products, documents or materials not required for the planned packaging operations (line clearance), and that equipment is clean and suitable for use;
- g) Special precautions to be observed, including a careful examination of the area and equipment in order to ascertain the line clearance before operations begin;
- h) A description of the packaging operation, including any significant subsidiary operations, and equipment to be used;
- i) Details of in-process controls with instructions for sampling and acceptance limits.

Batch Processing Record

4.20 A Batch Processing Record should be kept for each batch processed. It should be based on the relevant parts of the currently approved Manufacturing Formula and Processing Instructions, and should contain the following information:

- a) The name and batch number of the product;
- b) Dates and times of commencement, of significant intermediate stages and of completion of production;

- c) Identification (initials) of the operator(s) who performed each significant step of the process and, where appropriate, the name of any person who checked these operations;
- d) The batch number and/or analytical control number as well as the quantities of each starting material actually weighed (including the batch number and amount of any recovered or reprocessed material added);
- e) Any relevant processing operation or event and major equipment used;
- f) A record of the in-process controls and the initials of the person(s) carrying them out, and the results obtained;
- g) The product yield obtained at different and pertinent stages of manufacture;
- h) Notes on special problems including details, with signed authorisation for any deviation from the Manufacturing Formula and Processing Instructions;
- i) Approval by the person responsible for the processing operations.

Note: Where a validated process is continuously monitored and controlled, then automatically generated reports may be limited to compliance summaries and exception / out-of-specification (OOS) data reports.

Batch Packaging Record

4.21 A Batch Packaging Record should be kept for each batch or part batch processed. It should be based on the relevant parts of the Packaging Instructions.

The batch packaging record should contain the following information:

- a) The name and batch number of the product;
- b) The date(s) and times of the packaging operations;
- c) Identification (initials) of the operator(s) who performed each significant step of the process and, where appropriate, the name of any person who checked these operations;
- d) Records of checks for identity and conformity with the packaging instructions, including the results of in-process controls;
- e) Details of the packaging operations carried out, including references to equipment and the packaging lines used;
- f) Whenever possible, samples of printed packaging materials used, including specimens of the batch coding, expiry dating and any additional overprinting;
- g) Notes on any special problems or unusual events including details, with signed authorisation for any deviation from the Packaging Instructions;

- h) The quantities and reference number or identification of all printed packaging materials and bulk product issued, used, destroyed or returned to stock and the quantities of obtained product, in order to provide for an adequate reconciliation. Where there are there are robust electronic controls in place during packaging there may be justification for not including this information;
- i) Approval by the person responsible for the packaging operations.

PROCEDURES AND RECORDS

Receipt

- 4.22 There should be written procedures and records for the receipt of each delivery of each starting material, (including bulk, intermediate or finished goods), primary, secondary and printed packaging materials.
- 4.23 The records of the receipts should include:
 - a) The name of the material on the delivery note and the containers;
 - b) The "in-house" name and/or code of material (if different from a);
 - c) Date of receipt;
 - d) Supplier's name and manufacturer's name;
 - e) Manufacturer's batch or reference number;
 - f) Total quantity and number of containers received;
 - g) The batch number assigned after receipt;
 - h) Any relevant comment.
- 4.24 There should be written procedures for the internal labeling, quarantine and storage of starting materials, packaging materials and other materials, as appropriate.

Sampling

- 4.25 There should be written procedures for sampling, which include the methods and equipment to be used, the amounts to be taken and any precautions to be observed to avoid contamination of the material or any deterioration in its quality.

Testing

- 4.26 There should be written procedures for testing materials and products at different stages of manufacture, describing the methods and equipment to be used. The tests performed should be recorded.

Other

- 4.27 Written release and rejection procedures should be available for materials and products, and in particular for the certification for sale of the finished product by the Authorised Person(s). All records should be available to the Authorised Person. A system should be in place to indicate special observations and any changes to critical data.
- 4.28 Records should be maintained for the distribution of each batch of a product in order to facilitate recall of any batch, if necessary.
- 4.29 There should be written policies, procedures, protocols, reports and the associated records of actions taken or conclusions reached, where appropriate, for the following examples:
- Validation and qualification of processes, equipment and systems;
 - Equipment assembly and calibration;
 - Technology transfer;
 - Maintenance, cleaning and sanitation;
 - Personnel matters including signature lists, training in GMP and technical matters, clothing and hygiene and verification of the effectiveness of training;
 - Environmental monitoring;
 - Pest control;
 - Complaints;
 - Recalls;
 - Returns;
 - Change control;
 - Investigations into deviations and non-conformances;
 - Internal quality/GMP compliance audits;
 - Summaries of records where appropriate (e.g. product quality review);
 - Supplier audits.
- 4.30 Clear operating procedures should be available for major items of manufacturing and test equipment.
- 4.31 Logbooks should be kept for major or critical analytical testing, production equipment, and areas where product has been processed. They should be used to record in chronological order, as appropriate, any use of the area,

equipment/method, calibrations, maintenance, cleaning or repair operations, including the dates and identity of people who carried these operations out.

- 4.32 An inventory of documents within the Quality Management System should be maintained.
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CHAPTER 5

PRODUCTION

PRINCIPLE

Production operations must follow clearly defined procedures; they must comply with the principles of Good Manufacturing Practice in order to obtain products of the requisite quality and be in accordance with the relevant manufacturing and marketing authorisations.

GENERAL

- 5.1. Production should be performed and supervised by competent people.
- 5.2. All handling of materials and products, such as receipt and quarantine, sampling, storage, labelling, dispensing, processing, packaging and distribution should be done in accordance with written procedures or instructions and, where necessary, recorded.
- 5.3. All incoming materials should be checked to ensure that the consignment corresponds to the order. Containers should be cleaned where necessary and labelled with the prescribed data.
- 5.4. Damage to containers and any other problem which might adversely affect the quality of a material should be investigated, recorded and reported to the Quality Control Department.
- 5.5. Incoming materials and finished products should be physically or administratively quarantined immediately after receipt or processing, until they have been released for use or distribution.
- 5.6. Intermediate and bulk products purchased as such should be handled on receipt as though they were starting materials.
- 5.7. All materials and products should be stored under the appropriate conditions established by the manufacturer and in an orderly fashion to permit batch segregation and stock rotation.
- 5.8. Checks on yields, and reconciliation of quantities, should be carried out as necessary to ensure that there are no discrepancies outside acceptable limits.
- 5.9. Operations on different products should not be carried out simultaneously or consecutively in the same room unless there is no risk of mix-up or cross-contamination.
- 5.10. At every stage of processing, products and materials should be protected from microbial and other contamination.

- 5.11. When working with dry materials and products, special precautions should be taken to prevent the generation and dissemination of dust. This applies particularly to the handling of highly active or sensitising materials.
- 5.12. At all times during processing, all materials, bulk containers, major items of equipment and where appropriate rooms used should be labelled or otherwise identified with an indication of the product or material being processed, its strength (where applicable) and batch number. Where applicable, this indication should also mention the stage of production.
- 5.13. Labels applied to containers, equipment or premises should be clear, unambiguous and in the company's agreed format. It is often helpful in addition to the wording on the labels to use colours to indicate status (for example, quarantined, accepted, rejected, clean, ...).
- 5.14. Checks should be carried out to ensure that pipelines and other pieces of equipment used for the transportation of products from one area to another are connected in a correct manner.
- 5.15. Any deviation from instructions or procedures should be avoided as far as possible. If a deviation occur, it should be approved in writing by a competent person, with the involvement of the Quality Control Department when appropriate.
- 5.16. Access to production premises should be restricted to authorised personnel.
- 5.17. Normally, the production of non-medicinal products should be avoided in areas and with the equipment destined for the production of medicinal products.

PREVENTION OF CROSS-CONTAMINATION IN PRODUCTION

- 5.18. Contamination of a starting material or of a product by another material or product must be avoided. This risk of accidental cross-contamination arises from the uncontrolled release of dust, gases, vapours, sprays or organisms from materials and products in process, from residues on equipment, and from operators' clothing. The significance of this risk varies with the type of contaminant and of product being contaminated. Amongst the most hazardous contaminants are highly sensitising materials, biological preparations containing living organisms, certain hormones, cytotoxics, and other highly active materials. Products in which contamination is likely to be most significant are those administered by injection, those given in large doses and/or over a long time.
- 5.19. Cross-contamination should be avoided by appropriate technical or organisational measures, for example:
 - a) production in segregated areas (required for products such as penicillins, live vaccines, live bacterial preparations and some other biologicals), or by campaign (separation in time) followed by appropriate cleaning;
 - b) providing appropriate air-locks and air extraction;

- c) minimising the risk of contamination caused by recirculation or re-entry of untreated or insufficiently treated air;
 - d) keeping protective clothing inside areas where products with special risk of cross-contamination are processed;
 - e) using cleaning and decontamination procedures of known effectiveness, as ineffective cleaning of equipment is a common source of cross-contamination;
 - f) using "closed systems" of production;
 - g) testing for residues and use of cleaning status labels on equipment.
- 5.20. Measures to prevent cross-contamination and their effectiveness should be checked periodically according to set procedures.

VALIDATION

- 5.21. Validation studies should reinforce Good Manufacturing Practice and be conducted in accordance with defined procedures. Results and conclusions should be recorded.
- 5.22. When any new manufacturing formula or method of preparation is adopted, steps should be taken to demonstrate its suitability for routine processing. The defined process, using the materials and equipment specified, should be shown to yield a product consistently of the required quality.
- 5.23. Significant amendments to the manufacturing process, including any change in equipment or materials, which may affect product quality and/or the reproducibility of the process should be validated.
- 5.24. Processes and procedures should undergo periodic critical revalidation to ensure that they remain capable of achieving the intended results.

STARTING MATERIALS

- 5.25. The purchase of starting materials is an important operation which should involve staff who have a particular and thorough knowledge of the suppliers.
- 5.26. Starting materials should only be purchased from approved suppliers named in the relevant specification and, where possible, directly from the producer. It is recommended that the specifications established by the manufacturer for the starting materials be discussed with the suppliers. It is of benefit that all aspects of the production and control of the starting material in question, including handling, labelling and packaging requirements, as well as complaints and rejection procedures are discussed with the manufacturer and the supplier.
- 5.27. For each delivery, the containers should be checked for integrity of package and seal and for correspondence between the delivery note and the supplier's labels.

- 5.28. If one material delivery is made up of different batches, each batch must be considered as separate for sampling, testing and release.
- 5.29. Starting materials in the storage area should be appropriately labelled (see Chapter 5, Item 13). Labels should bear at least the following information:
- the designated name of the product and the internal code reference where applicable;
 - a batch number given at receipt;
 - where appropriate, the status of the contents (e.g. in quarantine, on test, released, rejected);
 - where appropriate, an expiry date or a date beyond which retesting is necessary.

When fully computerised storage systems are used, all the above information should not necessarily be in a legible form on the label.

- 5.30. There should be appropriate procedures or measures to assure the identity of the contents of each container of starting material. Bulk containers from which samples have been drawn should be identified (see Chapter 6, Item 13).
- 5.31. Only starting materials which have been released by the Quality Control Department and which are within their shelf-life should be used.
- 5.32. Starting materials should only be dispensed by designated persons, following a written procedure, to ensure that the correct materials are accurately weighed or measured into clean and properly labelled containers.
- 5.33. Each dispensed material and its weight or volume should be independently checked and the check recorded.
- 5.34. Materials dispensed for each batch should be kept together and conspicuously labelled as such.

PROCESSING OPERATIONS - INTERMEDIATE AND BULK PRODUCTS

- 5.35. Before any processing operation is started, steps should be taken to ensure that the work area and equipment are clean and free from any starting materials, products, product residues or documents not required for the current operation.
- 5.36. Intermediate and bulk products should be kept under appropriate conditions.
- 5.37. Critical processes should be validated (see "VALIDATION" in this Chapter).
- 5.38. Any necessary in-process controls and environmental controls should be carried out and recorded.
- 5.39. Any significant deviation from the expected yield should be recorded and investigated.

PACKAGING MATERIALS

- 5.40. The purchase, handling and control of primary and printed packaging materials should be accorded attention similar to that given to starting materials.
- 5.41. Particular attention should be paid to printed materials. They should be stored in adequately secure conditions such as to exclude unauthorised access. Cut labels and other loose printed materials should be stored and transported in separate closed containers so as to avoid mix-ups. Packaging materials should be issued for use only by authorised personnel following an approved and documented procedure.
- 5.42. Each delivery or batch of printed or primary packaging material should be given a specific reference number or identification mark.
- 5.43. Outdated or obsolete primary packaging material or printed packaging material should be destroyed and this disposal recorded.

PACKAGING OPERATIONS

- 5.44. When setting up a programme for the packaging operations, particular attention should be given to minimising the risk of cross-contamination, mix-ups or substitutions. Different products should not be packaged in close proximity unless there is physical segregation.
- 5.45. Before packaging operations are begun, steps should be taken to ensure that the work area, packaging lines, printing machines and other equipment are clean and free from any products, materials or documents previously used, if these are not required for the current operation. The line-clearance should be performed according to an appropriate check-list.
- 5.46. The name and batch number of the product being handled should be displayed at each packaging station or line.
- 5.47. All products and packaging materials to be used should be checked on delivery to the packaging department for quantity, identity and conformity with the Packaging Instructions.
- 5.48. Containers for filling should be clean before filling. Attention should be given to avoiding and removing any contaminants such as glass fragments and metal particles.
- 5.49. Normally, filling and sealing should be followed as quickly as possible by labelling. If it is not the case, appropriate procedures should be applied to ensure that no mix-ups or mislabelling can occur.
- 5.50. The correct performance of any printing operation (for example code numbers, expiry dates) to be done separately or in the course of the packaging should be checked and recorded. Attention should be paid to printing by hand which should be re-checked at regular intervals.

- 5.51. Special care should be taken when using cut-labels and when over-printing is carried out off-line. Roll-feed labels are normally preferable to cut-labels, in helping to avoid mix-ups.
- 5.52. Checks should be made to ensure that any electronic code readers, label counters or similar devices are operating correctly.
- 5.53. Printed and embossed information on packaging materials should be distinct and resistant to fading or erasing.
- 5.54. On-line control of the product during packaging should include at least checking the following:
- a) general appearance of the packages;
 - b) whether the packages are complete;
 - c) whether the correct products and packaging materials are used;
 - d) whether any over-printing is correct;
 - e) correct functioning of line monitors.

Samples taken away from the packaging line should not be returned.

- 5.55. Products which have been involved in an unusual event should only be reintroduced into the process after special inspection, investigation and approval by authorised personnel. Detailed record should be kept of this operation.
- 5.56. Any significant or unusual discrepancy observed during reconciliation of the amount of bulk product and printed packaging materials and the number of units produced should be investigated and satisfactorily accounted for before release.
- 5.57. Upon completion of a packaging operation, any unused batch-coded packaging materials should be destroyed and the destruction recorded. A documented procedure should be followed if uncoded printed materials are returned to stock.

FINISHED PRODUCTS

- 5.58. Finished products should be held in quarantine until their final release under conditions established by the manufacturer.
- 5.59. The evaluation of finished products and documentation which is necessary before release of product for sale are described in Chapter 6 (Quality Control).
- 5.60. After release, finished products should be stored as usable stock under conditions established by the manufacturer.

REJECTED, RECOVERED AND RETURNED MATERIALS

- 5.61. Rejected materials and products should be clearly marked as such and stored separately in restricted areas. They should either be returned to the suppliers or, where appropriate, reprocessed or destroyed. Whatever action is taken should be approved and recorded by authorised personnel.
- 5.62. The reprocessing of rejected products should be exceptional. It is only permitted if the quality of the final product is not affected, if the specifications are met and if it is done in accordance with a defined and authorised procedure after evaluation of the risks involved. Record should be kept of the reprocessing.
- 5.63. The recovery of all or part of earlier batches, which conform to the required quality by incorporation into a batch of the same product at a defined stage of manufacture should be authorised beforehand. This recovery should be carried out in accordance with a defined procedure after evaluation of the risks involved, including any possible effect on shelf life. The recovery should be recorded.
- 5.64. The need for additional testing of any finished product which has been reprocessed, or into which a recovered product has been incorporated, should be considered by the Quality Control Department.
- 5.65. Products returned from the market and which have left the control of the manufacturer should be destroyed unless without doubt their quality is satisfactory; they may be considered for re-sale, re-labelling or recovery with a subsequent batch only after they have been critically assessed by the Quality Control Department in accordance with a written procedure. The nature of the product, any special storage conditions it requires, its condition and history, and the time elapsed since it was issued should all be taken into account in this assessment. Where any doubt arises over the quality of the product, it should not be considered suitable for re-issue or re-use, although basic chemical reprocessing to recover active ingredients may be possible. Any action taken should be appropriately recorded.
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CHAPTER 6

QUALITY CONTROL

PRINCIPLE

Quality Control is concerned with sampling, specifications and testing as well as the organisation, documentation and release procedures which ensure that the necessary and relevant tests are carried out, and that materials are not released for use, nor products released for sale or supply, until their quality has been judged satisfactory. Quality Control is not confined to laboratory operations, but must be involved in all decisions which may concern the quality of the product. The independence of Quality Control from Production is considered fundamental to the satisfactory operation of Quality Control (see also Chapter 1).

GENERAL

- 6.1. Each holder of a manufacturing authorisation should have a Quality Control Department. This department should be independent from other departments, and under the authority of a person with appropriate qualifications and experience, who has one or several control laboratories at his disposal. Adequate resources must be available to ensure that all the Quality Control arrangements are effectively and reliably carried out.
- 6.2. The principal duties of the head of Quality Control are summarised in Chapter 2. The Quality Control Department as a whole will also have other duties, such as to establish, validate and implement all quality control procedures, keep the reference samples of materials and products, ensure the correct labelling of containers of materials and products, ensure the monitoring of the stability of the products, participate in the investigation of complaints related to the quality of the product, etc. All these operations should be carried out in accordance with written procedures and, where necessary, recorded.
- 6.3. Finished product assessment should embrace all relevant factors, including production conditions, results of in-process testing, a review of manufacturing (including packaging) documentation, compliance with Finished Product Specification and examination of the final finished pack.
- 6.4. Quality Control personnel should have access to production areas for sampling and investigation as appropriate.

GOOD QUALITY CONTROL LABORATORY PRACTICE

- 6.5. Control Laboratory premises and equipment should meet the general and specific requirements for Quality Control areas given in Chapter 3.
- 6.6. The personnel, premises, and equipment in the laboratories should be appropriate to the tasks imposed by the nature and the scale of the manufacturing operations. The use of outside laboratories, in conformity with the principles detailed in Chapter 7, Contract Analysis, can be accepted for particular reasons, but this should be stated in the Quality Control records.

DOCUMENTATION

- 6.7. Laboratory documentation should follow the principles given in Chapter 4. An important part of this documentation deals with Quality Control and the following details should be readily available to the Quality Control Department:
- specifications;
 - sampling procedures;
 - testing procedures and records (including analytical worksheets and/or laboratory notebooks);
 - analytical reports and/or certificates;
 - data from environmental monitoring, where required;
 - validation records of test methods, where applicable;
 - procedures for and records of the calibration of instruments and maintenance of equipment.
- 6.8. Any Quality Control documentation relating to a batch record should be retained for one year after the expiry date of the batch.
- 6.9. For some kinds of data (e.g. analytical tests results, yields, environmental controls, ...) it is recommended that records in a manner permitting trend evaluation be kept.
- 6.10. In addition to the information which is part of the batch record, other original data such as laboratory notebooks and/or records should be retained and readily available.

SAMPLING

- 6.11. The sample taking should be done in accordance with approved written procedures that describe:
- the method of sampling;
 - the equipment to be used;
 - the amount of the sample to be taken;

- instructions for any required sub-division of the sample;
 - the type and condition of the sample container to be used;
 - the identification of containers sampled;
 - any special precautions to be observed, especially with regard to the sampling of sterile or noxious materials;
 - the storage conditions;
 - instructions for the cleaning and storage of sampling equipment.
- 6.12. Reference samples should be representative of the batch of materials or products from which they are taken. Other samples may also be taken to monitor the most stressed part of a process (e.g. beginning or end of a process).
- 6.13. Sample containers should bear a label indicating the contents, with the batch number, the date of sampling and the containers from which samples have been drawn.
- 6.14. Reference samples from each batch of finished products should be retained till one year after the expiry date. Finished products should usually be kept in their final packaging and stored under the recommended conditions. Samples of starting materials (other than solvents, gases and water) should be retained for at least two years after the release of the product if their stability allows. This period may be shortened if their stability, as mentioned in the relevant specification, is shorter. Reference samples of materials and products should be of a size sufficient to permit at least a full re-examination.

TESTING

- 6.15. Analytical methods should be validated. All testing operations described in the marketing authorisation should be carried out according to the approved methods.
- 6.16. The results obtained should be recorded and checked to make sure that they are consistent with each other. Any calculations should be critically examined.
- 6.17. The tests performed should be recorded and the records should include at least the following data:
- a) name of the material or product and, where applicable, dosage form;
 - b) batch number and, where appropriate, the manufacturer and/or supplier;
 - c) references to the relevant specifications and testing procedures;
 - d) test results, including observations and calculations, and reference to any certificates of analysis;
 - e) dates of testing;
 - f) initials of the persons who performed the testing;

- g) initials of the persons who verified the testing and the calculations, where appropriate;
 - h) a clear statement of release or rejection (or other status decision) and the dated signature of the designated responsible person.
- 6.18. All the in-process controls, including those made in the production area by production personnel, should be performed according to methods approved by Quality Control and the results recorded.
- 6.19. Special attention should be given to the quality of laboratory reagents, volumetric glassware and solutions, reference standards and culture media. They should be prepared in accordance with written procedures.
- 6.20. Laboratory reagents intended for prolonged use should be marked with the preparation date and the signature of the person who prepared them. The expiry date of unstable reagents and culture media should be indicated on the label, together with specific storage conditions. In addition, for volumetric solutions, the last date of standardisation and the last current factor should be indicated.
- 6.21. Where necessary, the date of receipt of any substance used for testing operations (e.g. reagents and reference standards) should be indicated on the container. Instructions for use and storage should be followed. In certain cases it may be necessary to carry out an identification test and/or other testing of reagent materials upon receipt or before use.
- 6.22. Animals used for testing components, materials or products, should, where appropriate, be quarantined before use. They should be maintained and controlled in a manner that assures their suitability for the intended use. They should be identified, and adequate records should be maintained, showing the history of their use.

ON-GOING STABILITY PROGRAMME

- 6.23. After marketing, the stability of the medicinal product should be monitored according to a continuous appropriate programme that will permit the detection of any stability issue (e.g. changes in levels of impurities, or dissolution profile) associated with the formulation in the marketed package.
- 6.24. The purpose of the on-going stability programme is to monitor the product over its shelf life and to determine that the product remains, and can be expected to remain, within specifications under the labelled storage conditions.
- 6.25. This mainly applies to the medicinal product in the package in which it is sold, but consideration should also be given to the inclusion in the programme of bulk product. For example, when the bulk product is stored for a long period before being packaged and/or shipped from a manufacturing site to a packaging site, the impact on the stability of the packaged product should be evaluated and studied under ambient conditions. In addition, consideration should be given to intermediates that are stored and used over prolonged periods. Stability studies on reconstituted product are performed during product development and need

not be monitored on an on-going basis. However, when relevant, the stability of reconstituted product can also be monitored.

- 6.26. The on-going stability programme should be described in a written protocol following the general rules of Chapter 4 and results formalised as a report. The equipment used for the on-going stability programme (stability chambers among others) should be qualified and maintained following the general rules of Chapter 3 and annex 15.
- 6.27. The protocol for an on-going stability programme should extend to the end of the shelf life period and should include, but not be limited to, the following parameters:
- number of batch(es) per strength and different batch sizes, if applicable
 - relevant physical, chemical, microbiological and biological test methods
 - acceptance criteria
 - reference to test methods
 - description of the container closure system(s)
 - testing intervals (time points)
 - description of the conditions of storage (standardised ICH conditions for long term testing, consistent with the product labelling, should be used)
 - other applicable parameters specific to the medicinal product.
- 6.28. The protocol for the on-going stability programme can be different from that of the initial long-term stability study as submitted in the marketing authorisation dossier provided that this is justified and documented in the protocol (for example the frequency of testing, or when updating to ICH recommendations).
- 6.29. The number of batches and frequency of testing should provide a sufficient amount of data to allow for trend analysis. Unless otherwise justified, at least one batch per year of product manufactured in every strength and every primary packaging type, if relevant, should be included in the stability programme (unless none are produced during that year). For products where on-going stability monitoring would normally require testing using animals and no appropriate alternative, validated techniques are available, the frequency of testing may take account of a risk-benefit approach. The principle of bracketing and matrixing designs may be applied if scientifically justified in the protocol.
- 6.30. In certain situations, additional batches should be included in the on-going stability programme. For example, an on-going stability study should be conducted after any significant change or significant deviation to the process or package. Any reworking, reprocessing or recovery operation should also be considered for inclusion.
- 6.31. Results of on-going stability studies should be made available to key personnel and, in particular, to the Authorised Person(s). Where on-going stability studies are carried out at a site other than the site of manufacture of the bulk or finished product, there should be a written agreement between the parties concerned.

Results of on-going stability studies should be available at the site of manufacture for review by the competent authority.

- 6.32. Out of specification or significant atypical trends should be investigated. Any confirmed out of specification result, or significant negative trend, should be reported to the relevant competent authorities. The possible impact on batches on the market should be considered in accordance with chapter 8 of the GMP Guide and in consultation with the relevant competent authorities.
- 6.33. A summary of all the data generated, including any interim conclusions on the programme, should be written and maintained. This summary should be subjected to periodic review.
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CHAPTER 7

CONTRACT MANUFACTURE AND ANALYSIS

PRINCIPLE

Contract manufacture and analysis must be correctly defined, agreed and controlled in order to avoid misunderstandings which could result in a product or work of unsatisfactory quality. There must be a written contract between the Contract Giver and the Contract Acceptor which clearly establishes the duties of each party. The contract must clearly state the way in which the authorised person releasing each batch of product for sale exercises his full responsibility.

Note: This Chapter deals with the responsibilities of manufacturers towards the Component Authorities of the Participating Authorities with respect to the granting of marketing and manufacturing authorisations. It is not intended in any way to affect the respective liability of contract acceptors and contract givers to consumers.

GENERAL

- 7.1. There should be a written contract covering the manufacture and/or analysis arranged under contract and any technical arrangements made in connection with it.
- 7.2. All arrangements for contract manufacture and analysis including any proposed changes in technical or other arrangements should be in accordance with the marketing authorisation for the product concerned.

THE CONTRACT GIVER

- 7.3. The Contract Giver is responsible for assessing the competence of the Contract Acceptor to carry out successfully the work required and for ensuring by means of the contract that the principles and Guidelines of GMP as interpreted in this Guide are followed.
- 7.4. The Contract Giver should provide the Contract Acceptor with all the information necessary to carry out the contracted operations correctly in accordance with the marketing authorisation and any other legal requirements. The Contract Giver should ensure that the Contract Acceptor is fully aware of any problems associated with the product or the work which might pose a hazard to his premises, equipment, personnel, other materials or other products.

- 7.5. The Contract Giver should ensure that all processed products and materials delivered to him by the Contract Acceptor comply with their specifications or that the products have been released by an authorised person.

THE CONTRACT ACCEPTOR

- 7.6. The Contract Acceptor must have adequate premises and equipment, knowledge and experience, and competent personnel to carry out satisfactorily the work ordered by the Contract Giver. Contract manufacture may be undertaken only by a manufacturer who is the holder of a manufacturing authorisation.
- 7.7. The Contract Acceptor should ensure that all products or materials delivered to him are suitable for their intended purpose.
- 7.8. The Contract Acceptor should not pass to a third party any of the work entrusted to him under the contract without the Contract Giver's prior evaluation and approval of the arrangements. Arrangements made between the Contract Acceptor and any third party should ensure that the manufacturing and analytical information is made available in the same way as between the original Contract Giver and Contract Acceptor.
- 7.9. The Contract Acceptor should refrain from any activity which may adversely affect the quality of the product manufactured and/or analysed for the Contract Giver.

THE CONTRACT

- 7.10. A contract should be drawn up between the Contract Giver and the Contract Acceptor which specifies their respective responsibilities relating to the manufacture and control of the product. Technical aspects of the contract should be drawn up by competent persons suitably knowledgeable in pharmaceutical technology, analysis and Good Manufacturing Practice. All arrangements for manufacture and analysis must be in accordance with the marketing authorisation and agreed by both parties.
- 7.11. The contract should specify the way in which the authorised person releasing the batch for sale ensures that each batch has been manufactured and checked for compliance with the requirements of Marketing Authorisation.
- 7.12. The contract should describe clearly who is responsible for purchasing materials, testing and releasing materials, undertaking production and quality controls, including in-process controls, and who has responsibility for sampling and analysis. In the case of contract analysis, the contract should state whether or not the Contract Acceptor should take samples at the premises of the manufacturer.
- 7.13. Manufacturing, analytical and distribution records, and reference samples should be kept by, or be available to, the Contract Giver. Any records relevant to assessing the quality of a product in the event of complaints or a suspected defect must be accessible and specified in the defect/recall procedures of the Contract Giver.

- 7.14. The contract should permit the Contract Giver to visit the facilities of the Contract Acceptor.
 - 7.15. In case of contract analysis, the Contract Acceptor should understand that he is subject to inspection by the competent Authorities.
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CHAPTER 8

COMPLAINTS AND PRODUCT RECALL

PRINCIPLE

All complaints and other information concerning potentially defective products must be carefully reviewed according to written procedures. In order to provide for all contingencies, a system should be designed to recall, if necessary, promptly and effectively products known or suspected to be defective from the market.

COMPLAINTS

- 8.1. A person should be designated responsible for handling the complaints and deciding the measures to be taken together with sufficient supporting staff to assist him. If this person is not the authorised person, the latter should be made aware of any complaint, investigation or recall.
- 8.2. There should be written procedures describing the action to be taken, including the need to consider a recall, in the case of a complaint concerning a possible product defect.
- 8.3. Any complaint concerning a product defect should be recorded with all the original details and thoroughly investigated. The person responsible for Quality Control should normally be involved in the study of such problems.
- 8.4. If a product defect is discovered or suspected in a batch, consideration should be given to checking other batches in order to determine whether they are also affected. In particular, other batches which may contain reworks of the defective batch should be investigated.
- 8.5. All the decisions and measures taken as a result of a complaint should be recorded and referenced to the corresponding batch records.
- 8.6. Complaints records should be reviewed regularly for any indication of specific or recurring problems requiring attention and possibly the recall of marketed products.
- 8.7. Special attention should be given to establishing whether a complaint was caused because of counterfeiting.
- 8.8. The Competent Authorities should be informed if a manufacturer is considering action following possibly faulty manufacture, product deterioration, detection of counterfeiting or any other serious quality problems with a product.

RECALLS

- 8.9. A person should be designated as responsible for execution and co-ordination of recalls and should be supported by sufficient staff to handle all the aspects of the recalls with the appropriate degree of urgency. This responsible person should normally be independent of the sales and marketing organisation. If this person is not the authorised person, the latter should be made aware of any recall operation.
- 8.10. There should be established written procedures, regularly checked and updated when necessary, in order to organise any recall activity.
- 8.11. Recall operations should be capable of being initiated promptly and at any time.
- 8.12. All Competent Authorities of all countries to which products may have been distributed should be informed promptly if products are intended to be recalled because they are, or are suspected of, being defective.
- 8.13. The distribution records should be readily available to the person(s) responsible for recalls, and should contain sufficient information on wholesalers and directly supplied customers (with addresses, phone and/or fax numbers inside and outside working hours, batches and amounts delivered), including those for exported products and medical samples.
- 8.14. Recalled products should be identified and stored separately in a secure area while awaiting a decision on their fate.
- 8.15. The progress of the recall process should be recorded and a final report issued, including a reconciliation between the delivered and recovered quantities of the products.
- 8.16. The effectiveness of the arrangements for recalls should be evaluated regularly.

CHAPTER 9

SELF INSPECTION

PRINCIPLE

Self inspections should be conducted in order to monitor the implementation and compliance with Good Manufacturing Practice principles and to propose necessary corrective measures.

- 9.1. Personnel matters, premises, equipment, documentation, production, quality control, distribution of the medicinal products, arrangements for dealing with complaints and recalls, and self inspection, should be examined at intervals following a pre-arranged programme in order to verify their conformity with the principles of Quality Assurance.
- 9.2. Self inspections should be conducted in an independent and detailed way by designated competent person(s) from the company. Independent audits by external experts may also be useful.
- 9.3. All self inspections should be recorded. Reports should contain all the observations made during the inspections and, where applicable, proposals for corrective measures. Statements on the actions subsequently taken should also be recorded.



**PHARMACEUTICAL INSPECTION CONVENTION
PHARMACEUTICAL INSPECTION CO-OPERATION SCHEME**

PE 009-11 (Part II)
1 March 2014

GUIDE TO GOOD MANUFACTURING PRACTICE FOR MEDICINAL PRODUCTS PART II

**Developed by the International Conference on Harmonisation (ICH) of
Technical Requirements for Registration of Pharmaceuticals for Human Use**

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1. INTRODUCTION

1.1 Objective

This document (Guide) is intended to provide guidance regarding good manufacturing practice (GMP) for the manufacturing of active pharmaceutical ingredients (APIs) under an appropriate system for managing quality. It is also intended to help ensure that APIs meet the requirements for quality and purity that they purport or are represented to possess.

In this Guide “manufacturing” includes all operations of receipt of materials, production, packaging, repackaging, labelling, relabelling, quality control, release, storage and distribution of APIs and the related controls. In this Guide the term “should” indicates recommendations that are expected to apply unless shown to be inapplicable, modified in any relevant annexes to the GMP Guide, or replaced by an alternative demonstrated to provide at least an equivalent level of quality assurance.

The GMP Guide as a whole does not cover safety aspects for the personnel engaged in the manufacture, nor aspects of protection of the environment. These controls are inherent responsibilities of the manufacturer and are governed by national laws.

This Guide is not intended to define registration requirements or modify pharmacopoeial requirements and does not affect the ability of the responsible competent authority to establish specific registration requirements regarding APIs within the context of marketing/manufacturing authorisations. All commitments in registration documents must be met.

1.2 Scope

This Guide applies to the manufacture of APIs for medicinal products for both human and veterinary use. It applies to the manufacture of sterile APIs only up to the point immediately prior to the APIs being rendered sterile. The sterilisation and aseptic processing of sterile APIs are not covered, but should be performed in accordance with the principles and guidelines of GMP as laid down in national legislations and interpreted in the GMP Guide including its Annex 1.

In the case of ectoparasiticides for veterinary use, other standards than this Guide, that ensure that the material is of appropriate quality, may be used.

This Guide excludes whole blood and plasma as the PIC/S GMP Guide for Blood Establishments lays down the detailed requirements for the collection and testing of blood. However, it does include APIs that are produced using blood or plasma as raw materials. Finally, the Guide does not apply to bulk-packaged medicinal products. It applies to all other active starting materials subject to any derogations described in the annexes to the GMP Guide, in particular Annexes 2 to 7 where supplementary guidance for certain types of API may be found. The annexes will consequently undergo a review but in the meantime and only until this review is complete, manufacturers may choose to continue to use Part I of the basic requirements and the relevant annexes for products covered by those annexes, or may already apply Part II.

Section 19 contains guidance that only applies to the manufacture of APIs used in the production of investigational medicinal products although it should be noted that its application in this case, although recommended, is not required in PIC/S countries.

An "API Starting Material" is a raw material, intermediate, or an API that is used in the production of an API and that is incorporated as a significant structural fragment into the structure of the API. An API Starting Material can be an article of commerce, a material purchased from one or more suppliers under contract or commercial agreement, or produced in-house. API Starting Materials normally have defined chemical properties and structure.

The manufacturer should designate and document the rationale for the point at which production of the API begins. For synthetic processes, this is known as the point at which "API Starting Materials" are entered into the process. For other processes (e.g. fermentation, extraction, purification, etc), this rationale should be established on a case-by-case basis. Table 1 gives guidance on the point at which the API Starting Material is normally introduced into the process.

From this point on, appropriate GMP as defined in this Guide should be applied to these intermediate and/or API manufacturing steps. This would include the validation of critical process steps determined to impact the quality of the API. However, it should be noted that the fact that a manufacturer chooses to validate a process step does not necessarily define that step as critical.

The guidance in this document would normally be applied to the steps shown in gray in Table 1. It does not imply that all steps shown should be completed. The stringency of GMP in API manufacturing should increase as the process proceeds from early API steps to final steps, purification, and packaging. Physical processing of APIs, such as granulation, coating or physical manipulation of particle size (e.g. milling, micronizing), should be conducted at least to the standards of this Guide.

This GMP Guide does not apply to steps prior to the introduction of the defined "API Starting Material".

Table 1: Application of this Guide to API Manufacturing

Type of Manufacturing	Application of this Guide to steps (shown in grey) used in this type of manufacturing				
Chemical Manufacturing	Production of the API Starting Material	Introduction of the API Starting Material into process	Production of Intermediate(s)	Isolation and purification	Physical processing, and packaging
API derived from animal sources	Collection of organ, fluid, or tissue	Cutting, mixing, and/or initial processing	Introduction of the API Starting Material into process	Isolation and purification	Physical processing, and packaging
API extracted from plant sources	Collection of plant	Cutting and initial extraction(s)	Introduction of the API Starting Material into process	Isolation and purification	Physical processing, and packaging
Herbal extracts used as API	Collection of plants	Cutting and initial extraction		Further extraction	Physical processing, and packaging
API consisting of comminuted or powdered herbs	Collection of plants and/or cultivation and harvesting	Cutting/ comminuting			Physical processing, and packaging
Biotechnology: fermentation / cell culture	Establishment of master cell bank and working cell bank	Maintenance of working cell bank	Cell culture and/or fermentation	Isolation and purification	Physical processing, and packaging
“Classical” Fermentation to produce an API	Establishment of cell bank	Maintenance of the cell bank	Introduction of the cells into fermentation	Isolation and purification	Physical processing, and packaging



2. QUALITY MANAGEMENT

2.1 Principles

- 2.10 Quality should be the responsibility of all persons involved in manufacturing.
- 2.11 Each manufacturer should establish, document, and implement an effective system for managing quality that involves the active participation of management and appropriate manufacturing personnel.
- 2.12 The system for managing quality should encompass the organisational structure, procedures, processes and resources, as well as activities necessary to ensure confidence that the API will meet its intended specifications for quality and purity. All quality related activities should be defined and documented.
- 2.13 There should be a quality unit(s) that is independent of production and that fulfils both quality assurance (QA) and quality control (QC) responsibilities. This can be in the form of separate QA and QC units or a single individual or group, depending upon the size and structure of the organization.
- 2.14 The persons authorised to release intermediates and APIs should be specified.
- 2.15 All quality related activities should be recorded at the time they are performed.
- 2.16 Any deviation from established procedures should be documented and explained. Critical deviations should be investigated, and the investigation and its conclusions should be documented.
- 2.17 No materials should be released or used before the satisfactory completion of evaluation by the quality unit(s) unless there are appropriate systems in place to allow for such use (e.g. release under quarantine as described in Section 10.20 or the use of raw materials or intermediates pending completion of evaluation).
- 2.18 Procedures should exist for notifying responsible management in a timely manner of regulatory inspections, serious GMP deficiencies, product defects and related actions (e.g. quality related complaints, recalls, regulatory actions, etc.).
- 2.19 To achieve the quality objective reliably there must be a comprehensively designed and correctly implemented quality system incorporating Good Manufacturing Practice, Quality Control and Quality Risk Management.

2.2 Quality Risk Management

- 2.20 Quality risk management is a systematic process for the assessment, control, communication and review of risks to the quality of the active substance. It can be applied both proactively and retrospectively.
- 2.21 The quality risk management system should ensure that:
- the evaluation of the risk to quality is based on scientific knowledge, experience with the process and ultimately links to the protection of the patient through communication with the user of the active substance.

- the level of effort, formality and documentation of the quality risk management process is commensurate with the level of risk.

Examples of the processes and applications of quality risk management can be found, inter alia, in Annex 20.

2.3 Responsibilities of the Quality Unit(s)

- 2.30 The quality unit(s) should be involved in all quality-related matters.
- 2.31 The quality unit(s) should review and approve all appropriate quality-related documents.
- 2.32 The main responsibilities of the independent quality unit(s) should not be delegated. These responsibilities should be described in writing and should include but not necessarily be limited to:
1. Releasing or rejecting all APIs. Releasing or rejecting intermediates for use outside the control of the manufacturing company;
 2. Establishing a system to release or reject raw materials, intermediates, packaging and labelling materials;
 3. Reviewing completed batch production and laboratory control records of critical process steps before release of the API for distribution;
 4. Making sure that critical deviations are investigated and resolved;
 5. Approving all specifications and master production instructions;
 6. Approving all procedures impacting the quality of intermediates or APIs;
 7. Making sure that internal audits (self-inspections) are performed;
 8. Approving intermediate and API contract manufacturers;
 9. Approving changes that potentially impact intermediate or API quality;
 10. Reviewing and approving validation protocols and reports;
 11. Making sure that quality related complaints are investigated and resolved;
 12. Making sure that effective systems are used for maintaining and calibrating critical equipment;
 13. Making sure that materials are appropriately tested and the results are reported;
 14. Making sure that there is stability data to support retest or expiry dates and storage conditions on APIs and/or intermediates where appropriate; and

15. Performing product quality reviews (as defined in Section 2.6).

2.4 Responsibility for Production Activities

The responsibility for production activities should be described in writing, and should include but not necessarily be limited to:

1. Preparing, reviewing, approving and distributing the instructions for the production of intermediates or APIs according to written procedures;
2. Producing APIs and, when appropriate, intermediates according to pre-approved instructions;
3. Reviewing all production batch records and ensuring that these are completed and signed;
4. Making sure that all production deviations are reported and evaluated and that critical deviations are investigated and the conclusions are recorded;
5. Making sure that production facilities are clean and when appropriate disinfected;
6. Making sure that the necessary calibrations are performed and records kept;
7. Making sure that the premises and equipment are maintained and records kept;
8. Making sure that validation protocols and reports are reviewed and approved;
9. Evaluating proposed changes in product, process or equipment; and
10. Making sure that new and, when appropriate, modified facilities and equipment are qualified.

2.5 Internal Audits (Self Inspection)

- 2.50 In order to verify compliance with the principles of GMP for APIs, regular internal audits should be performed in accordance with an approved schedule.
- 2.51 Audit findings and corrective actions should be documented and brought to the attention of responsible management of the firm. Agreed corrective actions should be completed in a timely and effective manner.

2.6 Product Quality Review

- 2.60 Regular quality reviews of APIs should be conducted with the objective of verifying the consistency of the process. Such reviews should normally be conducted and documented annually and should include at least:
- A review of critical in-process control and critical API test results;
 - A review of all batches that failed to meet established specification(s);

- A review of all critical deviations or non-conformances and related investigations;
 - A review of any changes carried out to the processes or analytical methods;
 - A review of results of the stability monitoring program;
 - A review of all quality-related returns, complaints and recalls; and
 - A review of adequacy of corrective actions.
- 2.61 The result of this review should be evaluated and an assessment made of whether corrective action or any revalidation should be undertaken. Reasons for such corrective action should be documented. Agreed corrective actions should be completed in a timely and effective manner.

3. PERSONNEL

3.1 Personnel Qualifications

- 3.10 There should be an adequate number of personnel qualified by appropriate education, training and/or experience to perform and supervise the manufacture of intermediates and APIs.
- 3.11 The responsibilities of all personnel engaged in the manufacture of intermediates and APIs should be specified in writing.
- 3.12 Training should be regularly conducted by qualified individuals and should cover, at a minimum, the particular operations that the employee performs and GMP as it relates to the employee's functions. Records of training should be maintained. Training should be periodically assessed.

3.2 Personnel Hygiene

- 3.20 Personnel should practice good sanitation and health habits.
- 3.21 Personnel should wear clean clothing suitable for the manufacturing activity with which they are involved and this clothing should be changed when appropriate. Additional protective apparel, such as head, face, hand, and arm coverings, should be worn when necessary, to protect intermediates and APIs from contamination.
- 3.22 Personnel should avoid direct contact with intermediates or APIs.
- 3.23 Smoking, eating, drinking, chewing and the storage of food should be restricted to certain designated areas separate from the manufacturing areas.
- 3.24 Personnel suffering from an infectious disease or having open lesions on the exposed surface of the body should not engage in activities that could result in compromising the quality of APIs. Any person shown at any time (either by medical examination or supervisory observation) to have an apparent illness or open lesions should be excluded from activities where the health condition could adversely affect the quality of the APIs until the condition is corrected or

qualified medical personnel determine that the person's inclusion would not jeopardize the safety or quality of the APIs.

3.3 Consultants

- 3.30 Consultants advising on the manufacture and control of intermediates or APIs should have sufficient education, training, and experience, or any combination thereof, to advise on the subject for which they are retained.
- 3.31 Records should be maintained stating the name, address, qualifications, and type of service provided by these consultants.

4. BUILDINGS AND FACILITIES

4.1 Design and Construction

- 4.10 Buildings and facilities used in the manufacture of intermediates and APIs should be located, designed, and constructed to facilitate cleaning, maintenance, and operations as appropriate to the type and stage of manufacture. Facilities should also be designed to minimize potential contamination. Where microbiological specifications have been established for the intermediate or API, facilities should also be designed to limit exposure to objectionable microbiological contaminants as appropriate.
- 4.11 Buildings and facilities should have adequate space for the orderly placement of equipment and materials to prevent mix-ups and contamination.
- 4.12 Where the equipment itself (e.g., closed or contained systems) provides adequate protection of the material, such equipment can be located outdoors.
- 4.13 The flow of materials and personnel through the building or facilities should be designed to prevent mix-ups or contamination.
- 4.14 There should be defined areas or other control systems for the following activities:
- Receipt, identification, sampling, and quarantine of incoming materials, pending release or rejection;
 - Quarantine before release or rejection of intermediates and APIs;
 - Sampling of intermediates and APIs;
 - Holding rejected materials before further disposition (e.g., return, reprocessing or destruction);
 - Storage of released materials;
 - Production operations;
 - Packaging and labelling operations; and
 - Laboratory operations.
- 4.15 Adequate, clean washing and toilet facilities should be provided for personnel. These washing facilities should be equipped with hot and cold water as

appropriate, soap or detergent, air driers or single service towels. The washing and toilet facilities should be separate from, but easily accessible to, manufacturing areas. Adequate facilities for showering and/or changing clothes should be provided, when appropriate.

- 4.16 Laboratory areas/operations should normally be separated from production areas. Some laboratory areas, in particular those used for in-process controls, can be located in production areas, provided the operations of the production process do not adversely affect the accuracy of the laboratory measurements, and the laboratory and its operations do not adversely affect the production process or intermediate or API.

4.2 Utilities

- 4.20 All utilities that could impact on product quality (e.g. steam, gases, compressed air, and heating, ventilation and air conditioning) should be qualified and appropriately monitored and action should be taken when limits are exceeded. Drawings for these utility systems should be available.

- 4.21 Adequate ventilation, air filtration and exhaust systems should be provided, where appropriate. These systems should be designed and constructed to minimise risks of contamination and cross-contamination and should include equipment for control of air pressure, microorganisms (if appropriate), dust, humidity, and temperature, as appropriate to the stage of manufacture. Particular attention should be given to areas where APIs are exposed to the environment.

- 4.22 If air is recirculated to production areas, appropriate measures should be taken to control risks of contamination and cross-contamination.

- 4.23 Permanently installed pipework should be appropriately identified. This can be accomplished by identifying individual lines, documentation, computer control systems, or alternative means. Pipework should be located to avoid risks of contamination of the intermediate or API.

- 4.24 Drains should be of adequate size and should be provided with an air break or a suitable device to prevent back-siphonage, when appropriate.

4.3 Water

- 4.30 Water used in the manufacture of APIs should be demonstrated to be suitable for its intended use.

- 4.31 Unless otherwise justified, process water should, at a minimum, meet World Health Organization (WHO) guidelines for drinking (potable) water quality.

- 4.32 If drinking (potable) water is insufficient to assure API quality, and tighter chemical and/or microbiological water quality specifications are called for, appropriate specifications for physical/chemical attributes, total microbial counts, objectionable organisms and/or endotoxins should be established.

4.33 Where water used in the process is treated by the manufacturer to achieve a defined quality, the treatment process should be validated and monitored with appropriate action limits.

4.34 Where the manufacturer of a non-sterile API either intends or claims that it is suitable for use in further processing to produce a sterile drug (medicinal) product, water used in the final isolation and purification steps should be monitored and controlled for total microbial counts, objectionable organisms, and endotoxins.

4.4 Containment

4.40 Dedicated production areas, which can include facilities, air handling equipment and/or process equipment, should be employed in the production of highly sensitizing materials, such as penicillins or cephalosporins.

4.41 Dedicated production areas should also be considered when material of an infectious nature or high pharmacological activity or toxicity is involved (e.g., certain steroids or cytotoxic anti-cancer agents) unless validated inactivation and/or cleaning procedures are established and maintained.

4.42 Appropriate measures should be established and implemented to prevent cross-contamination from personnel, materials, etc. moving from one dedicated area to another.

4.43 Any production activities (including weighing, milling, or packaging) of highly toxic non-pharmaceutical materials such as herbicides and pesticides should not be conducted using the buildings and/or equipment being used for the production of APIs. Handling and storage of these highly toxic non-pharmaceutical materials should be separate from APIs.

4.5 Lighting

4.50 Adequate lighting should be provided in all areas to facilitate cleaning, maintenance, and proper operations.

4.6 Sewage and Refuse

4.60 Sewage, refuse, and other waste (e.g., solids, liquids, or gaseous by-products from manufacturing) in and from buildings and the immediate surrounding area should be disposed of in a safe, timely, and sanitary manner. Containers and/or pipes for waste material should be clearly identified.

4.7 Sanitation and Maintenance

4.70 Buildings used in the manufacture of intermediates and APIs should be properly maintained and repaired and kept in a clean condition.

4.71 Written procedures should be established assigning responsibility for sanitation and describing the cleaning schedules, methods, equipment, and materials to be used in cleaning buildings and facilities.

- 4.72 When necessary, written procedures should also be established for the use of suitable rodenticides, insecticides, fungicides, fumigating agents, and cleaning and sanitizing agents to prevent the contamination of equipment, raw materials, packaging/labelling materials, intermediates, and APIs.

5. PROCESS EQUIPMENT

5.1 Design and Construction

- 5.10 Equipment used in the manufacture of intermediates and APIs should be of appropriate design and adequate size, and suitably located for its intended use, cleaning, sanitization (where appropriate), and maintenance.
- 5.11 Equipment should be constructed so that surfaces that contact raw materials, intermediates, or APIs do not alter the quality of the intermediates and APIs beyond the official or other established specifications.
- 5.12 Production equipment should only be used within its qualified operating range.
- 5.13 Major equipment (e.g., reactors, storage containers) and permanently installed processing lines used during the production of an intermediate or API should be appropriately identified.
- 5.14 Any substances associated with the operation of equipment, such as lubricants, heating fluids or coolants, should not contact intermediates or APIs so as to alter their quality beyond the official or other established specifications. Any deviations from this should be evaluated to ensure that there are no detrimental effects upon the fitness for purpose of the material. Wherever possible, food grade lubricants and oils should be used.
- 5.15 Closed or contained equipment should be used whenever appropriate. Where open equipment is used, or equipment is opened, appropriate precautions should be taken to minimize the risk of contamination.
- 5.16 A set of current drawings should be maintained for equipment and critical installations (e.g., instrumentation and utility systems).

5.2 Equipment Maintenance and Cleaning

- 5.20 Schedules and procedures (including assignment of responsibility) should be established for the preventative maintenance of equipment.
- 5.21 Written procedures should be established for cleaning of equipment and its subsequent release for use in the manufacture of intermediates and APIs. Cleaning procedures should contain sufficient details to enable operators to clean each type of equipment in a reproducible and effective manner. These procedures should include:
- Assignment of responsibility for cleaning of equipment;
 - Cleaning schedules, including, where appropriate, sanitizing schedules;

- A complete description of the methods and materials, including dilution of cleaning agents used to clean equipment;
 - When appropriate, instructions for disassembling and reassembling each article of equipment to ensure proper cleaning;
 - Instructions for the removal or obliteration of previous batch identification;
 - Instructions for the protection of clean equipment from contamination prior to use;
 - Inspection of equipment for cleanliness immediately before use, if practical; and
 - Establishing the maximum time that may elapse between the completion of processing and equipment cleaning, when appropriate.
- 5.22 Equipment and utensils should be cleaned, stored, and, where appropriate, sanitized or sterilized to prevent contamination or carry-over of a material that would alter the quality of the intermediate or API beyond the official or other established specifications.
- 5.23 Where equipment is assigned to continuous production or campaign production of successive batches of the same intermediate or API, equipment should be cleaned at appropriate intervals to prevent build-up and carry-over of contaminants (e.g. degradants or objectionable levels of micro-organisms).
- 5.24 Non-dedicated equipment should be cleaned between production of different materials to prevent cross-contamination.
- 5.25 Acceptance criteria for residues and the choice of cleaning procedures and cleaning agents should be defined and justified.
- 5.26 Equipment should be identified as to its contents and its cleanliness status by appropriate means.
- 5.3 Calibration**
- 5.30 Control, weighing, measuring, monitoring and test equipment that is critical for assuring the quality of intermediates or APIs should be calibrated according to written procedures and an established schedule.
- 5.31 Equipment calibrations should be performed using standards traceable to certified standards, if existing.
- 5.32 Records of these calibrations should be maintained.
- 5.33 The current calibration status of critical equipment should be known and verifiable.
- 5.34 Instruments that do not meet calibration criteria should not be used.
- 5.35 Deviations from approved standards of calibration on critical instruments should be investigated to determine if these could have had an impact on the quality of

the intermediate(s) or API(s) manufactured using this equipment since the last successful calibration.

5.4 Computerized Systems

- 5.40 GMP related computerized systems should be validated. The depth and scope of validation depends on the diversity, complexity and criticality of the computerized application.
- 5.41 Appropriate installation qualification and operational qualification should demonstrate the suitability of computer hardware and software to perform assigned tasks.
- 5.42 Commercially available software that has been qualified does not require the same level of testing. If an existing system was not validated at time of installation, a retrospective validation could be conducted if appropriate documentation is available.
- 5.43 Computerized systems should have sufficient controls to prevent unauthorized access or changes to data. There should be controls to prevent omissions in data (e.g. system turned off and data not captured). There should be a record of any data change made, the previous entry, who made the change, and when the change was made.
- 5.44 Written procedures should be available for the operation and maintenance of computerized systems.
- 5.45 Where critical data are being entered manually, there should be an additional check on the accuracy of the entry. This can be done by a second operator or by the system itself.
- 5.46 Incidents related to computerized systems that could affect the quality of intermediates or APIs or the reliability of records or test results should be recorded and investigated.
- 5.47 Changes to the computerized system should be made according to a change procedure and should be formally authorized, documented and tested. Records should be kept of all changes, including modifications and enhancements made to the hardware, software and any other critical component of the system. These records should demonstrate that the system is maintained in a validated state.
- 5.48 If system breakdowns or failures would result in the permanent loss of records, a back-up system should be provided. A means of ensuring data protection should be established for all computerized systems.
- 5.49 Data can be recorded by a second means in addition to the computer system.

6. DOCUMENTATION AND RECORDS

6.1 Documentation System and Specifications

- 6.10 All documents related to the manufacture of intermediates or APIs should be prepared, reviewed, approved and distributed according to written procedures. Such documents can be in paper or electronic form.
- 6.11 The issuance, revision, superseding and withdrawal of all documents should be controlled with maintenance of revision histories.
- 6.12 A procedure should be established for retaining all appropriate documents (e.g., development history reports, scale-up reports, technical transfer reports, process validation reports, training records, production records, control records, and distribution records). The retention periods for these documents should be specified.
- 6.13 All production, control, and distribution records should be retained for at least 1 year after the expiry date of the batch. For APIs with retest dates, records should be retained for at least 3 years after the batch is completely distributed.
- 6.14 When entries are made in records, these should be made indelibly in spaces provided for such entries, directly after performing the activities, and should identify the person making the entry. Corrections to entries should be dated and signed and leave the original entry still readable.
- 6.15 During the retention period, originals or copies of records should be readily available at the establishment where the activities described in such records occurred. Records that can be promptly retrieved from another location by electronic or other means are acceptable.
- 6.16 Specifications, instructions, procedures, and records can be retained either as originals or as true copies such as photocopies, microfilm, microfiche, or other accurate reproductions of the original records. Where reduction techniques such as microfilming or electronic records are used, suitable retrieval equipment and a means to produce a hard copy should be readily available.
- 6.17 Specifications should be established and documented for raw materials, intermediates where necessary, APIs, and labelling and packaging materials. In addition, specifications may be appropriate for certain other materials, such as process aids, gaskets, or other materials used during the production of intermediates or APIs that could critically impact on quality. Acceptance criteria should be established and documented for in-process controls.
- 6.18 If electronic signatures are used on documents, they should be authenticated and secure.

6.2 Equipment Cleaning and Use Record

- 6.20 Records of major equipment use, cleaning, sanitization and/or sterilization and maintenance should show the date, time (if appropriate), product, and batch number of each batch processed in the equipment, and the person who performed the cleaning and maintenance.

- 6.21 If equipment is dedicated to manufacturing one intermediate or API, then individual equipment records are not necessary if batches of the intermediate or API follow in traceable sequence. In cases where dedicated equipment is employed, the records of cleaning, maintenance, and use can be part of the batch record or maintained separately.

6.3 Records of Raw Materials, Intermediates, API Labelling and Packaging Materials

- 6.30 Records should be maintained including:
- The name of the manufacturer, identity and quantity of each shipment of each batch of raw materials, intermediates or labelling and packaging materials for API's; the name of the supplier; the supplier's control number(s), if known, or other identification number; the number allocated on receipt; and the date of receipt;
 - The results of any test or examination performed and the conclusions derived from this;
 - Records tracing the use of materials;
 - Documentation of the examination and review of API labelling and packaging materials for conformity with established specifications; and
 - The final decision regarding rejected raw materials, intermediates or API labelling and packaging materials.
- 6.31 Master (approved) labels should be maintained for comparison to issued labels.

6.4 Master Production Instructions (Master Production and Control Records)

- 6.40 To ensure uniformity from batch to batch, master production instructions for each intermediate and API should be prepared, dated, and signed by one person and independently checked, dated, and signed by a person in the quality unit(s).
- 6.41 Master production instructions should include:
- The name of the intermediate or API being manufactured and an identifying document reference code, if applicable;
 - A complete list of raw materials and intermediates designated by names or codes sufficiently specific to identify any special quality characteristics;
 - An accurate statement of the quantity or ratio of each raw material or intermediate to be used, including the unit of measure. Where the quantity is not fixed, the calculation for each batch size or rate of production should be included. Variations to quantities should be provided they are justified;
 - The production location and major production equipment to be used;
 - Detailed production instructions, including the:
 - sequences to be followed,
 - ranges of process parameters to be used,

- sampling instructions and in-process controls with their acceptance criteria, where appropriate,
- time limits for completion of individual processing steps and/or the total process, where appropriate; and
- expected yield ranges at appropriate phases of processing or time;
- Where appropriate, special notations and precautions to be followed, or cross-references to these; and
- The instructions for storage of the intermediate or API to assure its suitability for use, including the labelling and packaging materials and special storage conditions with time limits, where appropriate.

6.5 Batch Production Records (Batch Production and Control Records)

- 6.50 Batch production records should be prepared for each intermediate and API and should include complete information relating to the production and control of each batch. The batch production record should be checked before issuance to assure that it is the correct version and a legible accurate reproduction of the appropriate master production instruction. If the batch production record is produced from a separate part of the master document, that document should include a reference to the current master production instruction being used.
- 6.51 These records should be numbered with a unique batch or identification number, dated and signed when issued. In continuous production, the product code together with the date and time can serve as the unique identifier until the final number is allocated.
- 6.52 Documentation of completion of each significant step in the batch production records (batch production and control records) should include:
- Dates and, when appropriate, times;
 - Identity of major equipment (e.g., reactors, driers, mills, etc.) used;
 - Specific identification of each batch, including weights, measures, and batch numbers of raw materials, intermediates, or any reprocessed materials used during manufacturing;
 - Actual results recorded for critical process parameters;
 - Any sampling performed;
 - Signatures of the persons performing and directly supervising or checking each critical step in the operation;
 - In-process and laboratory test results;
 - Actual yield at appropriate phases or times;
 - Description of packaging and label for intermediate or API;
 - Representative label of API or intermediate if made commercially available;
 - Any deviation noted, its evaluation, investigation conducted (if appropriate) or reference to that investigation if stored separately; and
 - Results of release testing.

- 6.53 Written procedures should be established and followed for investigating critical deviations or the failure of a batch of intermediate or API to meet specifications. The investigation should extend to other batches that may have been associated with the specific failure or deviation.

6.6 Laboratory Control Records

- 6.60 Laboratory control records should include complete data derived from all tests conducted to ensure compliance with established specifications and standards, including examinations and assays, as follows:

- A description of samples received for testing, including the material name or source, batch number or other distinctive code, date sample was taken, and, where appropriate, the quantity and date the sample was received for testing;
- A statement of or reference to each test method used;
- A statement of the weight or measure of sample used for each test as described by the method; data on or cross-reference to the preparation and testing of reference standards, reagents and standard solutions,
- A complete record of all raw data generated during each test, in addition to graphs, charts, and spectra from laboratory instrumentation, properly identified to show the specific material and batch tested;
- A record of all calculations performed in connection with the test, including, for example, units of measure, conversion factors, and equivalency factors;
- A statement of the test results and how they compare with established acceptance criteria;
- The signature of the person who performed each test and the date(s) the tests were performed; and
- The date and signature of a second person showing that the original records have been reviewed for accuracy, completeness, and compliance with established standards.

- 6.61 Complete records should also be maintained for:

- Any modifications to an established analytical method,
- Periodic calibration of laboratory instruments, apparatus, gauges, and recording devices;
- All stability testing performed on APIs; and
- Out-of-specification (OOS) investigations.

6.7 Batch Production Record Review

- 6.70 Written procedures should be established and followed for the review and approval of batch production and laboratory control records, including packaging and labelling, to determine compliance of the intermediate or API with established specifications before a batch is released or distributed.

- 6.71 Batch production and laboratory control records of critical process steps should be reviewed and approved by the quality unit(s) before an API batch is released or distributed. Production and laboratory control records of non-critical process steps can be reviewed by qualified production personnel or other units following procedures approved by the quality unit(s).
- 6.72 All deviation, investigation, and OOS reports should be reviewed as part of the batch record review before the batch is released.
- 6.73 The quality unit(s) can delegate to the production unit the responsibility and authority for release of intermediates, except for those shipped outside the control of the manufacturing company.

7. MATERIALS MANAGEMENT

7.1 General Controls

- 7.10 There should be written procedures describing the receipt, identification, quarantine, storage, handling, sampling, testing, and approval or rejection of materials.
- 7.11 Manufacturers of intermediates and/or APIs should have a system for evaluating the suppliers of critical materials.
- 7.12 Materials should be purchased against an agreed specification, from a supplier or suppliers approved by the quality unit(s).
- 7.13 If the supplier of a critical material is not the manufacturer of that material, the name and address of that manufacturer should be known by the intermediate and/or API manufacturer.
- 7.14 Changing the source of supply of critical raw materials should be treated according to Section 13, Change Control.

7.2 Receipt and Quarantine

- 7.20 Upon receipt and before acceptance, each container or grouping of containers of materials should be examined visually for correct labelling (including correlation between the name used by the supplier and the in-house name, if these are different), container damage, broken seals and evidence of tampering or contamination. Materials should be held under quarantine until they have been sampled, examined or tested as appropriate, and released for use.
- 7.21 Before incoming materials are mixed with existing stocks (e.g., solvents or stocks in silos), they should be identified as correct, tested, if appropriate, and released. Procedures should be available to prevent discharging incoming materials wrongly into the existing stock.
- 7.22 If bulk deliveries are made in non-dedicated tankers, there should be assurance of no cross-contamination from the tanker. Means of providing this assurance could include one or more of the following:

- certificate of cleaning
 - testing for trace impurities
 - audit of the supplier.
- 7.23 Large storage containers, and their attendant manifolds, filling and discharge lines should be appropriately identified.
- 7.24 Each container or grouping of containers (batches) of materials should be assigned and identified with a distinctive code, batch, or receipt number. This number should be used in recording the disposition of each batch. A system should be in place to identify the status of each batch.

7.3 Sampling and Testing of Incoming Production Materials

- 7.30 At least one test to verify the identity of each batch of material should be conducted, with the exception of the materials described below in 7.32. A supplier's Certificate of Analysis can be used in place of performing other tests, provided that the manufacturer has a system in place to evaluate suppliers.
- 7.31 Supplier approval should include an evaluation that provides adequate evidence (e.g., past quality history) that the manufacturer can consistently provide material meeting specifications. Full analyses should be conducted on at least three batches before reducing in-house testing. However, as a minimum, a full analysis should be performed at appropriate intervals and compared with the Certificates of Analysis. Reliability of Certificates of Analysis should be checked at regular intervals.
- 7.32 Processing aids, hazardous or highly toxic raw materials, other special materials, or materials transferred to another unit within the company's control do not need to be tested if the manufacturer's Certificate of Analysis is obtained, showing that these raw materials conform to established specifications. Visual examination of containers, labels, and recording of batch numbers should help in establishing the identity of these materials. The lack of on-site testing for these materials should be justified and documented.
- 7.33 Samples should be representative of the batch of material from which they are taken. Sampling methods should specify the number of containers to be sampled, which part of the container to sample, and the amount of material to be taken from each container. The number of containers to sample and the sample size should be based upon a sampling plan that takes into consideration the criticality of the material, material variability, past quality history of the supplier, and the quantity needed for analysis.
- 7.34 Sampling should be conducted at defined locations and by procedures designed to prevent contamination of the material sampled and contamination of other materials.
- 7.35 Containers from which samples are withdrawn should be opened carefully and subsequently reclosed. They should be marked to indicate that a sample has been taken.

7.4 Storage

- 7.40 Materials should be handled and stored in a manner to prevent degradation, contamination, and cross-contamination.
- 7.41 Materials stored in fiber drums, bags, or boxes should be stored off the floor and, when appropriate, suitably spaced to permit cleaning and inspection.
- 7.42 Materials should be stored under conditions and for a period that have no adverse affect on their quality, and should normally be controlled so that the oldest stock is used first.
- 7.43 Certain materials in suitable containers can be stored outdoors, provided identifying labels remain legible and containers are appropriately cleaned before opening and use.
- 7.44 Rejected materials should be identified and controlled under a quarantine system designed to prevent their unauthorised use in manufacturing.

7.5 Re-evaluation

- 7.50 Materials should be re-evaluated as appropriate to determine their suitability for use (e.g., after prolonged storage or exposure to heat or humidity).

8. PRODUCTION AND IN-PROCESS CONTROLS**8.1 Production Operations**

- 8.10 Raw materials for intermediate and API manufacturing should be weighed or measured under appropriate conditions that do not affect their suitability for use. Weighing and measuring devices should be of suitable accuracy for the intended use.
- 8.11 If a material is subdivided for later use in production operations, the container receiving the material should be suitable and should be so identified that the following information is available:
- Material name and/or item code;
 - Receiving or control number;
 - Weight or measure of material in the new container; and
 - Re-evaluation or retest date if appropriate.
- 8.12 Critical weighing, measuring, or subdividing operations should be witnessed or subjected to an equivalent control. Prior to use, production personnel should verify that the materials are those specified in the batch record for the intended intermediate or API.
- 8.13 Other critical activities should be witnessed or subjected to an equivalent control.

- 8.14 Actual yields should be compared with expected yields at designated steps in the production process. Expected yields with appropriate ranges should be established based on previous laboratory, pilot scale, or manufacturing data. Deviations in yield associated with critical process steps should be investigated to determine their impact or potential impact on the resulting quality of affected batches.
- 8.15 Any deviation should be documented and explained. Any critical deviation should be investigated.
- 8.16 The processing status of major units of equipment should be indicated either on the individual units of equipment or by appropriate documentation, computer control systems, or alternative means.
- 8.17 Materials to be reprocessed or reworked should be appropriately controlled to prevent unauthorized use.

8.2 Time Limits

- 8.20 If time limits are specified in the master production instruction (see 6.41), these time limits should be met to ensure the quality of intermediates and APIs. Deviations should be documented and evaluated. Time limits may be inappropriate when processing to a target value (e.g., pH adjustment, hydrogenation, drying to predetermined specification) because completion of reactions or processing steps are determined by in-process sampling and testing.
- 8.21 Intermediates held for further processing should be stored under appropriate conditions to ensure their suitability for use.

8.3 In-process Sampling and Controls

- 8.30 Written procedures should be established to monitor the progress and control the performance of processing steps that cause variability in the quality characteristics of intermediates and APIs. In-process controls and their acceptance criteria should be defined based on the information gained during the development stage or historical data.
- 8.31 The acceptance criteria and type and extent of testing can depend on the nature of the intermediate or API being manufactured, the reaction or process step being conducted, and the degree to which the process introduces variability in the product's quality. Less stringent in-process controls may be appropriate in early processing steps, whereas tighter controls may be appropriate for later processing steps (e.g., isolation and purification steps).
- 8.32 Critical in-process controls (and critical process monitoring), including the control points and methods, should be stated in writing and approved by the quality unit(s).
- 8.33 In-process controls can be performed by qualified production department personnel and the process adjusted without prior quality unit(s) approval if the adjustments are made within pre-established limits approved by the quality

unit(s). All tests and results should be fully documented as part of the batch record.

- 8.34 Written procedures should describe the sampling methods for in-process materials, intermediates, and APIs. Sampling plans and procedures should be based on scientifically sound sampling practices.
- 8.35 In-process sampling should be conducted using procedures designed to prevent contamination of the sampled material and other intermediates or APIs. Procedures should be established to ensure the integrity of samples after collection.
- 8.36 Out-of-specification (OOS) investigations are not normally needed for in-process tests that are performed for the purpose of monitoring and/or adjusting the process.

8.4 Blending Batches of Intermediates or APIs

- 8.40 For the purpose of this document, blending is defined as the process of combining materials within the same specification to produce a homogeneous intermediate or API. In-process mixing of fractions from single batches (e.g., collecting several centrifuge loads from a single crystallization batch) or combining fractions from several batches for further processing is considered to be part of the production process and is not considered to be blending.
- 8.41 Out-Of-Specification batches should not be blended with other batches for the purpose of meeting specifications. Each batch incorporated into the blend should have been manufactured using an established process and should have been individually tested and found to meet appropriate specifications prior to blending.
- 8.42 Acceptable blending operations include but are not limited to:
- Blending of small batches to increase batch size
 - Blending of tailings (i.e., relatively small quantities of isolated material) from batches of the same intermediate or API to form a single batch.
- 8.43 Blending processes should be adequately controlled and documented and the blended batch should be tested for conformance to established specifications where appropriate.
- 8.44 The batch record of the blending process should allow traceability back to the individual batches that make up the blend.
- 8.45 Where physical attributes of the API are critical (e.g., APIs intended for use in solid oral dosage forms or suspensions), blending operations should be validated to show homogeneity of the combined batch. Validation should include testing of critical attributes (e.g., particle size distribution, bulk density, and tap density) that may be affected by the blending process.
- 8.46 If the blending could adversely affect stability, stability testing of the final blended batches should be performed.

- 8.47 The expiry or retest date of the blended batch should be based on the manufacturing date of the oldest tailings or batch in the blend.

8.5 Contamination Control

- 8.50 Residual materials can be carried over into successive batches of the same intermediate or API if there is adequate control. Examples include residue adhering to the wall of a micronizer, residual layer of damp crystals remaining in a centrifuge bowl after discharge, and incomplete discharge of fluids or crystals from a processing vessel upon transfer of the material to the next step in the process. Such carryover should not result in the carryover of degradants or microbial contamination that may adversely alter the established API impurity profile.
- 8.51 Production operations should be conducted in a manner that will prevent contamination of intermediates or APIs by other materials.
- 8.52 Precautions to avoid contamination should be taken when APIs are handled after purification.

9. PACKAGING AND IDENTIFICATION LABELLING OF APIS AND INTERMEDIATES

9.1 General

- 9.10 There should be written procedures describing the receipt, identification, quarantine, sampling, examination and/or testing and release, and handling of packaging and labelling materials.
- 9.11 Packaging and labelling materials should conform to established specifications. Those that do not comply with such specifications should be rejected to prevent their use in operations for which they are unsuitable.
- 9.12 Records should be maintained for each shipment of labels and packaging materials showing receipt, examination, or testing, and whether accepted or rejected.

9.2 Packaging Materials

- 9.20 Containers should provide adequate protection against deterioration or contamination of the intermediate or API that may occur during transportation and recommended storage.
- 9.21 Containers should be clean and, where indicated by the nature of the intermediate or API, sanitized to ensure that they are suitable for their intended use. These containers should not be reactive, additive, or absorptive so as to alter the quality of the intermediate or API beyond the specified limits.
- 9.22 If containers are re-used, they should be cleaned in accordance with documented procedures and all previous labels should be removed or defaced.

9.3 Label Issuance and Control

- 9.30 Access to the label storage areas should be limited to authorised personnel.
- 9.31 Procedures should be used to reconcile the quantities of labels issued, used, and returned and to evaluate discrepancies found between the number of containers labelled and the number of labels issued. Such discrepancies should be investigated, and the investigation should be approved by the quality unit(s).
- 9.32 All excess labels bearing batch numbers or other batch-related printing should be destroyed. Returned labels should be maintained and stored in a manner that prevents mix-ups and provides proper identification.
- 9.33 Obsolete and out-dated labels should be destroyed.
- 9.34 Printing devices used to print labels for packaging operations should be controlled to ensure that all imprinting conforms to the print specified in the batch production record.
- 9.35 Printed labels issued for a batch should be carefully examined for proper identity and conformity to specifications in the master production record. The results of this examination should be documented.
- 9.36 A printed label representative of those used should be included in the batch production record.

9.4 Packaging and Labelling Operations

- 9.40 There should be documented procedures designed to ensure that correct packaging materials and labels are used.
- 9.41 Labelling operations should be designed to prevent mix-ups. There should be physical or spatial separation from operations involving other intermediates or APIs.
- 9.42 Labels used on containers of intermediates or APIs should indicate the name or identifying code, the batch number of the product, and storage conditions, when such information is critical to assure the quality of intermediate or API.
- 9.43 If the intermediate or API is intended to be transferred outside the control of the manufacturer's material management system, the name and address of the manufacturer, quantity of contents, and special transport conditions and any special legal requirements should also be included on the label. For intermediates or APIs with an expiry date, the expiry date should be indicated on the label and Certificate of Analysis. For intermediates or APIs with a retest date, the retest date should be indicated on the label and/or Certificate of Analysis.
- 9.44 Packaging and labelling facilities should be inspected immediately before use to ensure that all materials not needed for the next packaging operation have been removed. This examination should be documented in the batch production records, the facility log, or other documentation system.

- 9.45 Packaged and labelled intermediates or APIs should be examined to ensure that containers and packages in the batch have the correct label. This examination should be part of the packaging operation. Results of these examinations should be recorded in the batch production or control records.
- 9.46 Intermediate or API containers that are transported outside of the manufacturer's control should be sealed in a manner such that, if the seal is breached or missing, the recipient will be alerted to the possibility that the contents may have been altered.

10. STORAGE AND DISTRIBUTION

10.1 Warehousing Procedures

- 10.10 Facilities should be available for the storage of all materials under appropriate conditions (e.g. controlled temperature and humidity when necessary). Records should be maintained of these conditions if they are critical for the maintenance of material characteristics.
- 10.11 Unless there is an alternative system to prevent the unintentional or unauthorised use of quarantined, rejected, returned, or recalled materials, separate storage areas should be assigned for their temporary storage until the decision as to their future use has been taken.

10.2 Distribution Procedures

- 10.20 APIs and intermediates should only be released for distribution to third parties after they have been released by the quality unit(s). APIs and intermediates can be transferred under quarantine to another unit under the company's control when authorized by the quality unit(s) and if appropriate controls and documentation are in place.
- 10.21 APIs and intermediates should be transported in a manner that does not adversely affect their quality.
- 10.22 Special transport or storage conditions for an API or intermediate should be stated on the label.
- 10.23 The manufacturer should ensure that the contract acceptor (contractor) for transportation of the API or intermediate knows and follows the appropriate transport and storage conditions.
- 10.24 A system should be in place by which the distribution of each batch of intermediate and/or API can be readily determined to permit its recall.

11. LABORATORY CONTROLS

11.1 General Controls

- 11.10 The independent quality unit(s) should have at its disposal adequate laboratory facilities.
- 11.11 There should be documented procedures describing sampling, testing, approval or rejection of materials, and recording and storage of laboratory data. Laboratory records should be maintained in accordance with Section 6.6.
- 11.12 All specifications, sampling plans, and test procedures should be scientifically sound and appropriate to ensure that raw materials, intermediates, APIs, and labels and packaging materials conform to established standards of quality and/or purity. Specifications and test procedures should be consistent with those included in the registration/filing. There can be specifications in addition to those in the registration/filing. Specifications, sampling plans, and test procedures, including changes to them, should be drafted by the appropriate organizational unit and reviewed and approved by the quality unit(s).
- 11.13 Appropriate specifications should be established for APIs in accordance with accepted standards and consistent with the manufacturing process. The specifications should include a control of the impurities (e.g. organic impurities, inorganic impurities, and residual solvents). If the API has a specification for microbiological purity, appropriate action limits for total microbial counts and objectionable organisms should be established and met. If the API has a specification for endotoxins, appropriate action limits should be established and met.
- 11.14 Laboratory controls should be followed and documented at the time of performance. Any departures from the above described procedures should be documented and explained.
- 11.15 Any out-of-specification result obtained should be investigated and documented according to a procedure. This procedure should require analysis of the data, assessment of whether a significant problem exists, allocation of the tasks for corrective actions, and conclusions. Any resampling and/or retesting after OOS results should be performed according to a documented procedure.
- 11.16 Reagents and standard solutions should be prepared and labelled following written procedures. "Use by" dates should be applied as appropriate for analytical reagents or standard solutions.
- 11.17 Primary reference standards should be obtained as appropriate for the manufacture of APIs. The source of each primary reference standard should be documented. Records should be maintained of each primary reference standard's storage and use in accordance with the supplier's recommendations. Primary reference standards obtained from an officially recognised source are normally used without testing if stored under conditions consistent with the supplier's recommendations.
- 11.18 Where a primary reference standard is not available from an officially recognized source, an "in-house primary standard" should be established.

Appropriate testing should be performed to establish fully the identity and purity of the primary reference standard. Appropriate documentation of this testing should be maintained.

- 11.19 Secondary reference standards should be appropriately prepared, identified, tested, approved, and stored. The suitability of each batch of secondary reference standard should be determined prior to first use by comparing against a primary reference standard. Each batch of secondary reference standard should be periodically requalified in accordance with a written protocol.

11.2 Testing of Intermediates and APIs

- 11.20 For each batch of intermediate and API, appropriate laboratory tests should be conducted to determine conformance to specifications.
- 11.21 An impurity profile describing the identified and unidentified impurities present in a typical batch produced by a specific controlled production process should normally be established for each API. The impurity profile should include the identity or some qualitative analytical designation (e.g. retention time), the range of each impurity observed, and classification of each identified impurity (e.g. inorganic, organic, solvent). The impurity profile is normally dependent upon the production process and origin of the API. Impurity profiles are normally not necessary for APIs from herbal or animal tissue origin. Biotechnology considerations are covered in ICH Guideline Q6B.
- 11.22 The impurity profile should be compared at appropriate intervals against the impurity profile in the regulatory submission or compared against historical data in order to detect changes to the API resulting from modifications in raw materials, equipment operating parameters, or the production process.
- 11.23 Appropriate microbiological tests should be conducted on each batch of intermediate and API where microbial quality is specified.

11.3 Validation of Analytical Procedures - see Section 12.

11.4 Certificates of Analysis

- 11.40 Authentic Certificates of Analysis should be issued for each batch of intermediate or API on request.
- 11.41 Information on the name of the intermediate or API including where appropriate its grade, the batch number, and the date of release should be provided on the Certificate of Analysis. For intermediates or APIs with an expiry date, the expiry date should be provided on the label and Certificate of Analysis. For intermediates or APIs with a retest date, the retest date should be indicated on the label and/or Certificate of Analysis.
- 11.42 The Certificate should list each test performed in accordance with compendial or customer requirements, including the acceptance limits, and the numerical results obtained (if test results are numerical).
- 11.43 Certificates should be dated and signed by authorised personnel of the quality unit(s) and should show the name, address and telephone number of the original manufacturer. Where the analysis has been carried out by a repacker

or reprocessor, the Certificate of Analysis should show the name, address and telephone number of the repacker/reprocessor and a reference to the name of the original manufacturer.

- 11.44 If new Certificates are issued by or on behalf of repackers/reprocessors, agents or brokers, these Certificates should show the name, address and telephone number of the laboratory that performed the analysis. They should also contain a reference to the name and address of the original manufacturer and to the original batch Certificate, a copy of which should be attached.

11.5 Stability Monitoring of APIs

- 11.50 A documented, on-going testing program should be designed to monitor the stability characteristics of APIs, and the results should be used to confirm appropriate storage conditions and retest or expiry dates.
- 11.51 The test procedures used in stability testing should be validated and be stability indicating.
- 11.52 Stability samples should be stored in containers that simulate the market container. For example, if the API is marketed in bags within fiber drums, stability samples can be packaged in bags of the same material and in smaller-scale drums of similar or identical material composition to the market drums.
- 11.53 Normally the first three commercial production batches should be placed on the stability monitoring program to confirm the retest or expiry date. However, where data from previous studies show that the API is expected to remain stable for at least two years, fewer than three batches can be used.
- 11.54 Thereafter, at least one batch per year of API manufactured (unless none is produced that year) should be added to the stability monitoring program and tested at least annually to confirm the stability.
- 11.55 For APIs with short shelf-lives, testing should be done more frequently. For example, for those biotechnological/biologic and other APIs with shelf-lives of one year or less, stability samples should be obtained and should be tested monthly for the first three months, and at three month intervals after that. When data exist that confirm that the stability of the API is not compromised, elimination of specific test intervals (e.g. 9 month testing) can be considered.
- 11.56 Where appropriate, the stability storage conditions should be consistent with the ICH guidelines on stability.

11.6 Expiry and Retest Dating

- 11.60 When an intermediate is intended to be transferred outside the control of the manufacturer's material management system and an expiry or retest date is assigned, supporting stability information should be available (e.g. published data, test results).
- 11.61 An API expiry or retest date should be based on an evaluation of data derived from stability studies. Common practice is to use a retest date, not an expiration date.

11.62 Preliminary API expiry or retest dates can be based on pilot scale batches if (1) the pilot batches employ a method of manufacture and procedure that simulates the final process to be used on a commercial manufacturing scale; and (2) the quality of the API represents the material to be made on a commercial scale.

11.63 A representative sample should be taken for the purpose of performing a retest.

11.7 Reserve/Retention Samples

11.70 The packaging and holding of reserve samples is for the purpose of potential future evaluation of the quality of batches of API and not for future stability testing purposes.

11.71 Appropriately identified reserve samples of each API batch should be retained for one year after the expiry date of the batch assigned by the manufacturer, or for three years after distribution of the batch, whichever is the longer. For APIs with retest dates, similar reserve samples should be retained for three years after the batch is completely distributed by the manufacturer.

11.72 The reserve sample should be stored in the same packaging system in which the API is stored or in one that is equivalent to or more protective than the marketed packaging system. Sufficient quantities should be retained to conduct at least two full compendial analyses or, when there is no pharmacopoeial monograph, two full specification analyses.

12. VALIDATION

12.1 Validation Policy

12.10 The company's overall policy, intentions, and approach to validation, including the validation of production processes, cleaning procedures, analytical methods, in-process control test procedures, computerized systems, and persons responsible for design, review, approval and documentation of each validation phase, should be documented.

12.11 The critical parameters/attributes should normally be identified during the development stage or from historical data, and the ranges necessary for the reproducible operation should be defined. This should include:

- Defining the API in terms of its critical product attributes;
- Identifying process parameters that could affect the critical quality attributes of the API;
- Determining the range for each critical process parameter expected to be used during routine manufacturing and process control.

12.12 Validation should extend to those operations determined to be critical to the quality and purity of the API.

12.2 Validation Documentation

- 12.20 A written validation protocol should be established that specifies how validation of a particular process will be conducted. The protocol should be reviewed and approved by the quality unit(s) and other designated units.
- 12.21 The validation protocol should specify critical process steps and acceptance criteria as well as the type of validation to be conducted (e.g. retrospective, prospective, concurrent) and the number of process runs.
- 12.22 A validation report that cross-references the validation protocol should be prepared, summarising the results obtained, commenting on any deviations observed, and drawing the appropriate conclusions, including recommending changes to correct deficiencies.
- 12.23 Any variations from the validation protocol should be documented with appropriate justification.

12.3 Qualification

- 12.30 Before starting process validation activities, appropriate qualification of critical equipment and ancillary systems should be completed. Qualification is usually carried out by conducting the following activities, individually or combined:
- Design Qualification (DQ): documented verification that the proposed design of the facilities, equipment, or systems is suitable for the intended purpose.
 - Installation Qualification (IQ): documented verification that the equipment or systems, as installed or modified, comply with the approved design, the manufacturer's recommendations and/or user requirements.
 - Operational Qualification (OQ): documented verification that the equipment or systems, as installed or modified, perform as intended throughout the anticipated operating ranges.
 - Performance Qualification (PQ): documented verification that the equipment and ancillary systems, as connected together, can perform effectively and reproducibly based on the approved process method and specifications.

12.4 Approaches to Process Validation

- 12.40 Process Validation (PV) is the documented evidence that the process, operated within established parameters, can perform effectively and reproducibly to produce an intermediate or API meeting its predetermined specifications and quality attributes.
- 12.41 There are three approaches to validation. Prospective validation is the preferred approach, but there are exceptions where the other approaches can be used. These approaches and their applicability are listed below.
- 12.42 Prospective validation should normally be performed for all API processes as defined in 12.12. Prospective validation performed on an API process should be

completed before the commercial distribution of the final drug product manufactured from that API.

- 12.43 Concurrent validation can be conducted when data from replicate production runs are unavailable because only a limited number of API batches have been produced, API batches are produced infrequently, or API batches are produced by a validated process that has been modified. Prior to the completion of concurrent validation, batches can be released and used in final drug product for commercial distribution based on thorough monitoring and testing of the API batches.
- 12.44 An exception can be made for retrospective validation for well established processes that have been used without significant changes to API quality due to changes in raw materials, equipment, systems, facilities, or the production process. This validation approach may be used where:
- (1) Critical quality attributes and critical process parameters have been identified;
 - (2) Appropriate in-process acceptance criteria and controls have been established;
 - (3) There have not been significant process/product failures attributable to causes other than operator error or equipment failures unrelated to equipment suitability; and
 - (4) Impurity profiles have been established for the existing API.
- 12.45 Batches selected for retrospective validation should be representative of all batches made during the review period, including any batches that failed to meet specifications, and should be sufficient in number to demonstrate process consistency. Retained samples can be tested to obtain data to retrospectively validate the process.

12.5 Process Validation Program

- 12.50 The number of process runs for validation should depend on the complexity of the process or the magnitude of the process change being considered. For prospective and concurrent validation, three consecutive successful production batches should be used as a guide, but there may be situations where additional process runs are warranted to prove consistency of the process (e.g., complex API processes or API processes with prolonged completion times). For retrospective validation, generally data from ten to thirty consecutive batches should be examined to assess process consistency, but fewer batches can be examined if justified.
- 12.51 Critical process parameters should be controlled and monitored during process validation studies. Process parameters unrelated to quality, such as variables controlled to minimize energy consumption or equipment use, need not be included in the process validation.
- 12.52 Process validation should confirm that the impurity profile for each API is within the limits specified. The impurity profile should be comparable to or better than

historical data and, where applicable, the profile determined during process development or for batches used for pivotal clinical and toxicological studies.

12.6 Periodic Review of Validated Systems

12.60 Systems and processes should be periodically evaluated to verify that they are still operating in a valid manner. Where no significant changes have been made to the system or process, and a quality review confirms that the system or process is consistently producing material meeting its specifications, there is normally no need for revalidation.

12.7 Cleaning Validation

12.70 Cleaning procedures should normally be validated. In general, cleaning validation should be directed to situations or process steps where contamination or carryover of materials poses the greatest risk to API quality. For example, in early production it may be unnecessary to validate equipment cleaning procedures where residues are removed by subsequent purification steps.

12.71 Validation of cleaning procedures should reflect actual equipment usage patterns. If various APIs or intermediates are manufactured in the same equipment and the equipment is cleaned by the same process, a representative intermediate or API can be selected for cleaning validation. This selection should be based on the solubility and difficulty of cleaning and the calculation of residue limits based on potency, toxicity, and stability.

12.72 The cleaning validation protocol should describe the equipment to be cleaned, procedures, materials, acceptable cleaning levels, parameters to be monitored and controlled, and analytical methods. The protocol should also indicate the type of samples to be obtained and how they are collected and labelled.

12.73 Sampling should include swabbing, rinsing, or alternative methods (e.g., direct extraction), as appropriate, to detect both insoluble and soluble residues. The sampling methods used should be capable of quantitatively measuring levels of residues remaining on the equipment surfaces after cleaning. Swab sampling may be impractical when product contact surfaces are not easily accessible due to equipment design and/or process limitations (e.g., inner surfaces of hoses, transfer pipes, reactor tanks with small ports or handling toxic materials, and small intricate equipment such as micronizers and microfluidizers).

12.74 Validated analytical methods having sensitivity to detect residues or contaminants should be used. The detection limit for each analytical method should be sufficiently sensitive to detect the established acceptable level of the residue or contaminant. The method's attainable recovery level should be established. Residue limits should be practical, achievable, verifiable and based on the most deleterious residue. Limits can be established based on the minimum known pharmacological, toxicological, or physiological activity of the API or its most deleterious component.

12.75 Equipment cleaning/sanitization studies should address microbiological and endotoxin contamination for those processes where there is a need to reduce total microbiological count or endotoxins in the API, or other processes where

such contamination could be of concern (e.g., non-sterile APIs used to manufacture sterile products).

- 12.76 Cleaning procedures should be monitored at appropriate intervals after validation to ensure that these procedures are effective when used during routine production. Equipment cleanliness can be monitored by analytical testing and visual examination, where feasible. Visual inspection can allow detection of gross contamination concentrated in small areas that could otherwise go undetected by sampling and/or analysis.

12.8 Validation of Analytical Methods

- 12.80 Analytical methods should be validated unless the method employed is included in the relevant pharmacopoeia or other recognised standard reference. The suitability of all testing methods used should nonetheless be verified under actual conditions of use and documented.
- 12.81 Methods should be validated to include consideration of characteristics included within the ICH guidelines on validation of analytical methods. The degree of analytical validation performed should reflect the purpose of the analysis and the stage of the API production process.
- 12.82 Appropriate qualification of analytical equipment should be considered before starting validation of analytical methods.
- 12.83 Complete records should be maintained of any modification of a validated analytical method. Such records should include the reason for the modification and appropriate data to verify that the modification produces results that are as accurate and reliable as the established method.

13. CHANGE CONTROL

- 13.10 A formal change control system should be established to evaluate all changes that may affect the production and control of the intermediate or API.
- 13.11 Written procedures should provide for the identification, documentation, appropriate review, and approval of changes in raw materials, specifications, analytical methods, facilities, support systems, equipment (including computer hardware), processing steps, labelling and packaging materials, and computer software.
- 13.12 Any proposals for GMP relevant changes should be drafted, reviewed, and approved by the appropriate organisational units, and reviewed and approved by the quality unit(s).
- 13.13 The potential impact of the proposed change on the quality of the intermediate or API should be evaluated. A classification procedure may help in determining the level of testing, validation, and documentation needed to justify changes to a validated process. Changes can be classified (e.g. as minor or major) depending on the nature and extent of the changes, and the effects these changes may impart on the process. Scientific judgement should determine

what additional testing and validation studies are appropriate to justify a change in a validated process.

- 13.14 When implementing approved changes, measures should be taken to ensure that all documents affected by the changes are revised.
- 13.15 After the change has been implemented, there should be an evaluation of the first batches produced or tested under the change.
- 13.16 The potential for critical changes to affect established retest or expiry dates should be evaluated. If necessary, samples of the intermediate or API produced by the modified process can be placed on an accelerated stability program and/or can be added to the stability monitoring program.
- 13.17 Current dosage form manufacturers should be notified of changes from established production and process control procedures that can impact the quality of the API.

14. REJECTION AND RE-USE OF MATERIALS

14.1 Rejection

- 14.10 Intermediates and APIs failing to meet established specifications should be identified as such and quarantined. These intermediates or APIs can be reprocessed or reworked as described below. The final disposition of rejected materials should be recorded.

14.2 Reprocessing

- 14.20 Introducing an intermediate or API, including one that does not conform to standards or specifications, back into the process and reprocessing by repeating a crystallization step or other appropriate chemical or physical manipulation steps (e.g., distillation, filtration, chromatography, milling) that are part of the established manufacturing process is generally considered acceptable. However, if such reprocessing is used for a majority of batches, such reprocessing should be included as part of the standard manufacturing process.
- 14.21 Continuation of a process step after an in-process control test has shown that the step is incomplete is considered to be part of the normal process. This is not considered to be reprocessing.
- 14.22 Introducing unreacted material back into a process and repeating a chemical reaction is considered to be reprocessing unless it is part of the established process. Such reprocessing should be preceded by careful evaluation to ensure that the quality of the intermediate or API is not adversely impacted due to the potential formation of by-products and over-reacted materials.

14.3 Reworking

- 14.30 Before a decision is taken to rework batches that do not conform to established standards or specifications, an investigation into the reason for non-conformance should be performed.
- 14.31 Batches that have been reworked should be subjected to appropriate evaluation, testing, stability testing if warranted, and documentation to show that the reworked product is of equivalent quality to that produced by the original process. Concurrent validation is often the appropriate validation approach for rework procedures. This allows a protocol to define the rework procedure, how it will be carried out, and the expected results. If there is only one batch to be reworked, then a report can be written and the batch released once it is found to be acceptable.
- 14.32 Procedures should provide for comparing the impurity profile of each reworked batch against batches manufactured by the established process. Where routine analytical methods are inadequate to characterize the reworked batch, additional methods should be used.

14.4 Recovery of Materials and Solvents

- 14.40 Recovery (e.g. from mother liquor or filtrates) of reactants, intermediates, or the API is considered acceptable, provided that approved procedures exist for the recovery and the recovered materials meet specifications suitable for their intended use.
- 14.41 Solvents can be recovered and reused in the same processes or in different processes, provided that the recovery procedures are controlled and monitored to ensure that solvents meet appropriate standards before reuse or co-mingling with other approved materials.
- 14.42 Fresh and recovered solvents and reagents can be combined if adequate testing has shown their suitability for all manufacturing processes in which they may be used.
- 14.43 The use of recovered solvents, mother liquors, and other recovered materials should be adequately documented.

14.5 Returns

- 14.50 Returned intermediates or APIs should be identified as such and quarantined.
- 14.51 If the conditions under which returned intermediates or APIs have been stored or shipped before or during their return or the condition of their containers casts doubt on their quality, the returned intermediates or APIs should be reprocessed, reworked, or destroyed, as appropriate.
- 14.52 Records of returned intermediates or APIs should be maintained. For each return, documentation should include:
- Name and address of the consignee
 - Intermediate or API, batch number, and quantity returned

- Reason for return
- Use or disposal of the returned intermediate or API

15. COMPLAINTS AND RECALLS

15.10 All quality related complaints, whether received orally or in writing, should be recorded and investigated according to a written procedure.

15.11 Complaint records should include:

- Name and address of complainant;
- Name (and, where appropriate, title) and phone number of person submitting the complaint;
- Complaint nature (including name and batch number of the API);
- Date complaint is received;
- Action initially taken (including dates and identity of person taking the action);
- Any follow-up action taken;
- Response provided to the originator of complaint (including date response sent); and
- Final decision on intermediate or API batch or lot.

15.12 Records of complaints should be retained in order to evaluate trends, product-related frequencies, and severity with a view to taking additional, and if appropriate, immediate corrective action.

15.13 There should be a written procedure that defines the circumstances under which a recall of an intermediate or API should be considered.

15.14 The recall procedure should designate who should be involved in evaluating the information, how a recall should be initiated, who should be informed about the recall, and how the recalled material should be treated.

15.15 In the event of a serious or potentially life-threatening situation, local, national, and/or international authorities should be informed and their advice sought.

16. CONTRACT MANUFACTURERS (INCLUDING LABORATORIES)

16.10 All contract manufacturers (including laboratories) should comply with the GMP defined in this Guide. Special consideration should be given to the prevention of cross-contamination and to maintaining traceability.

16.11 Contract manufacturers (including laboratories) should be evaluated by the contract giver to ensure GMP compliance of the specific operations occurring at the contract sites.

- 16.12 There should be a written and approved contract or formal agreement between the contract giver and the contract acceptor that defines in detail the GMP responsibilities, including the quality measures, of each party.
- 16.13 The contract should permit the contract giver to audit the contract acceptor's facilities for compliance with GMP.
- 16.14 Where subcontracting is allowed, the contract acceptor should not pass to a third party any of the work entrusted to him under the contract without the contract giver's prior evaluation and approval of the arrangements.
- 16.15 Manufacturing and laboratory records should be kept at the site where the activity occurs and be readily available.
- 16.16 Changes in the process, equipment, test methods, specifications, or other contractual requirements should not be made unless the contract giver is informed and approves the changes.

17. AGENTS, BROKERS, TRADERS, DISTRIBUTORS, REPACKERS AND RELABELLERS

17.1 Applicability

- 17.10 This section applies to any party other than the original manufacturer who may trade and/or take possession, repack, relabel, manipulate, distribute or store an API or intermediate.
- 17.11 All agents, brokers, traders, distributors, repackers, and relabellers should comply with GMP as defined in this Guide.

17.2 Traceability of Distributed APIs and Intermediates

- 17.20 Agents, brokers, traders, distributors, repackers, or relabellers should maintain complete traceability of APIs and intermediates that they distribute. Documents that should be retained and available include:
- Identity of original manufacturer
 - Address of original manufacturer
 - Purchase orders
 - Bills of lading (transportation documentation)
 - Receipt documents
 - Name or designation of API or intermediate
 - Manufacturer's batch number
 - Transportation and distribution records
 - All authentic Certificates of Analysis, including those of the original manufacturer
 - Retest or expiry date

17.3 Quality Management

17.30 Agents, brokers, traders, distributors, repackers, or relabellers should establish, document and implement an effective system of managing quality, as specified in Section 2.

17.4 Repackaging, Relabelling and Holding of APIs and Intermediates

17.40 Repackaging, relabelling and holding of APIs and intermediates should be performed under appropriate GMP controls, as stipulated in this Guide, to avoid mix-ups and loss of API or intermediate identity or purity.

17.41 Repackaging should be conducted under appropriate environmental conditions to avoid contamination and cross-contamination.

17.5 Stability

17.50 Stability studies to justify assigned expiration or retest dates should be conducted if the API or intermediate is repackaged in a different type of container than that used by the API or intermediate manufacturer.

17.6 Transfer of Information

17.60 Agents, brokers, distributors, repackers, or relabellers should transfer all quality or regulatory information received from an API or intermediate manufacturer to the customer, and from the customer to the API or intermediate manufacturer.

17.61 The agent, broker, trader, distributor, repacker, or relabeller who supplies the API or intermediate to the customer should provide the name of the original API or intermediate manufacturer and the batch number(s) supplied.

17.62 The agent should also provide the identity of the original API or intermediate manufacturer to regulatory authorities upon request. The original manufacturer can respond to the regulatory authority directly or through its authorized agents, depending on the legal relationship between the authorized agents and the original API or intermediate manufacturer. (In this context "authorized" refers to authorized by the manufacturer.)

17.63 The specific guidance for Certificates of Analysis included in Section 11.4 should be met.

17.7 Handling of Complaints and Recalls

17.70 Agents, brokers, traders, distributors, repackers, or relabellers should maintain records of complaints and recalls, as specified in Section 15, for all complaints and recalls that come to their attention.

17.71 If the situation warrants, the agents, brokers, traders, distributors, repackers, or relabellers should review the complaint with the original API or intermediate manufacturer in order to determine whether any further action, either with other customers who may have received this API or intermediate or with the regulatory authority, or both, should be initiated. The investigation into the

cause for the complaint or recall should be conducted and documented by the appropriate party.

- 17.72 Where a complaint is referred to the original API or intermediate manufacturer, the record maintained by the agents, brokers, traders, distributors, repackers, or relabellers should include any response received from the original API or intermediate manufacturer (including date and information provided).

17.8 Handling of Returns

- 17.80 Returns should be handled as specified in Section 14.52. The agents, brokers, traders, distributors, repackers, or relabellers should maintain documentation of returned APIs and intermediates.

18. SPECIFIC GUIDANCE FOR APIs MANUFACTURED BY CELL CULTURE/FERMENTATION

18.1 General

- 18.10 Section 18 is intended to address specific controls for APIs or intermediates manufactured by cell culture or fermentation using natural or recombinant organisms and that have not been covered adequately in the previous sections. It is not intended to be a stand-alone Section. In general, the GMP principles in the other sections of this document apply. Note that the principles of fermentation for “classical” processes for production of small molecules and for processes using recombinant and non-recombinant organisms for production of proteins and/or polypeptides are the same, although the degree of control will differ. Where practical, this section will address these differences. In general, the degree of control for biotechnological processes used to produce proteins and polypeptides is greater than that for classical fermentation processes.
- 18.11 The term “biotechnological process” (biotech) refers to the use of cells or organisms that have been generated or modified by recombinant DNA, hybridoma or other technology to produce APIs. The APIs produced by biotechnological processes normally consist of high molecular weight substances, such as proteins and polypeptides, for which specific guidance is given in this Section. Certain APIs of low molecular weight, such as antibiotics, amino acids, vitamins, and carbohydrates, can also be produced by recombinant DNA technology. The level of control for these types of APIs is similar to that employed for classical fermentation.
- 18.12 The term “classical fermentation” refers to processes that use microorganisms existing in nature and/or modified by conventional methods (e.g. irradiation or chemical mutagenesis) to produce APIs. APIs produced by “classical fermentation” are normally low molecular weight products such as antibiotics, amino acids, vitamins, and carbohydrates.
- 18.13 Production of APIs or intermediates from cell culture or fermentation involves biological processes such as cultivation of cells or extraction and purification of material from living organisms. Note that there may be additional process steps, such as physicochemical modification, that are part of the manufacturing process. The raw materials used (media, buffer components) may provide the

potential for growth of microbiological contaminants. Depending on the source, method of preparation, and the intended use of the API or intermediate, control of bioburden, viral contamination, and/or endotoxins during manufacturing and monitoring of the process at appropriate stages may be necessary.

18.14 Appropriate controls should be established at all stages of manufacturing to assure intermediate and/or API quality. While this Guide starts at the cell culture/fermentation step, prior steps (e.g. cell banking) should be performed under appropriate process controls. This Guide covers cell culture/fermentation from the point at which a vial of the cell bank is retrieved for use in manufacturing.

18.15 Appropriate equipment and environmental controls should be used to minimize the risk of contamination. The acceptance criteria for quality of the environment and the frequency of monitoring should depend on the step in production and the production conditions (open, closed, or contained systems).

18.16 In general, process controls should take into account:

- Maintenance of the Working Cell Bank (where appropriate);
- Proper inoculation and expansion of the culture;
- Control of the critical operating parameters during fermentation/cell culture;
- Monitoring of the process for cell growth, viability (for most cell culture processes) and productivity where appropriate;
- Harvest and purification procedures that remove cells, cellular debris and media components while protecting the intermediate or API from contamination (particularly of a microbiological nature) and from loss of quality;
- Monitoring of bioburden and, where needed, endotoxin levels at appropriate stages of production; and
- Viral safety concerns as described in ICH Guideline Q5A *Quality of Biotechnological Products: Viral Safety Evaluation of Biotechnology Products Derived from Cell Lines of Human or Animal Origin*.

18.17 Where appropriate, the removal of media components, host cell proteins, other process-related impurities, product-related impurities and contaminants should be demonstrated.

18.2 Cell Bank Maintenance and Record Keeping

18.20 Access to cell banks should be limited to authorized personnel.

18.21 Cell banks should be maintained under storage conditions designed to maintain viability and prevent contamination.

18.22 Records of the use of the vials from the cell banks and storage conditions should be maintained.

18.23 Where appropriate, cell banks should be periodically monitored to determine suitability for use.

18.24 See ICH Guideline Q5D *Quality of Biotechnological Products: Derivation and Characterization of Cell Substrates Used for Production of Biotechnological/Biological Products* for a more complete discussion of cell banking.

18.3 Cell Culture/Fermentation

18.30 Where aseptic addition of cell substrates, media, buffers, and gases is needed, closed or contained systems should be used where possible. If the inoculation of the initial vessel or subsequent transfers or additions (media, buffers) are performed in open vessels, there should be controls and procedures in place to minimize the risk of contamination.

18.31 Where the quality of the API can be affected by microbial contamination, manipulations using open vessels should be performed in a biosafety cabinet or similarly controlled environment.

18.32 Personnel should be appropriately gowned and take special precautions handling the cultures.

18.33 Critical operating parameters (for example temperature, pH, agitation rates, addition of gases, pressure) should be monitored to ensure consistency with the established process. Cell growth, viability (for most cell culture processes), and, where appropriate, productivity should also be monitored. Critical parameters will vary from one process to another, and for classical fermentation, certain parameters (cell viability, for example) may not need to be monitored.

18.34 Cell culture equipment should be cleaned and sterilized after use. As appropriate, fermentation equipment should be cleaned, and sanitized or sterilized.

18.35 Culture media should be sterilized before use when appropriate to protect the quality of the API.

18.36 There should be appropriate procedures in place to detect contamination and determine the course of action to be taken. This should include procedures to determine the impact of the contamination on the product and those to decontaminate the equipment and return it to a condition to be used in subsequent batches. Foreign organisms observed during fermentation processes should be identified as appropriate and the effect of their presence on product quality should be assessed, if necessary. The results of such assessments should be taken into consideration in the disposition of the material produced.

18.37 Records of contamination events should be maintained.

18.38 Shared (multi-product) equipment may warrant additional testing after cleaning between product campaigns, as appropriate, to minimize the risk of cross-contamination.

18.4 Harvesting, Isolation and Purification

- 18.40 Harvesting steps, either to remove cells or cellular components or to collect cellular components after disruption, should be performed in equipment and areas designed to minimize the risk of contamination.
- 18.41 Harvest and purification procedures that remove or inactivate the producing organism, cellular debris and media components (while minimizing degradation, contamination, and loss of quality) should be adequate to ensure that the intermediate or API is recovered with consistent quality.
- 18.42 All equipment should be properly cleaned and, as appropriate, sanitized after use. Multiple successive batching without cleaning can be used if intermediate or API quality is not compromised.
- 18.43 If open systems are used, purification should be performed under environmental conditions appropriate for the preservation of product quality.
- 18.44 Additional controls, such as the use of dedicated chromatography resins or additional testing, may be appropriate if equipment is to be used for multiple products.

18.5 Viral Removal/Inactivation Steps

- 18.50 See the ICH Guideline Q5A *Quality of Biotechnological Products: Viral Safety Evaluation of Biotechnology Products Derived from Cell Lines of Human or Animal Origin* for more specific information.
- 18.51 Viral removal and viral inactivation steps are critical processing steps for some processes and should be performed within their validated parameters.
- 18.52 Appropriate precautions should be taken to prevent potential viral contamination from pre-viral to post-viral removal/inactivation steps. Therefore, open processing should be performed in areas that are separate from other processing activities and have separate air handling units.
- 18.53 The same equipment is not normally used for different purification steps. However, if the same equipment is to be used, the equipment should be appropriately cleaned and sanitized before reuse. Appropriate precautions should be taken to prevent potential virus carry-over (e.g. through equipment or environment) from previous steps.

19. APIs FOR USE IN CLINICAL TRIALS

19.1 General

- 19.10 Not all the controls in the previous sections of this Guide are appropriate for the manufacture of a new API for investigational use during its development. Section 19 provides specific guidance unique to these circumstances.
- 19.11 The controls used in the manufacture of APIs for use in clinical trials should be consistent with the stage of development of the drug product incorporating the API. Process and test procedures should be flexible to provide for changes as

knowledge of the process increases and clinical testing of a drug product progresses from pre-clinical stages through clinical stages. Once drug development reaches the stage where the API is produced for use in drug products intended for clinical trials, manufacturers should ensure that APIs are manufactured in suitable facilities using appropriate production and control procedures to ensure the quality of the API.

19.2 Quality

- 19.20 Appropriate GMP concepts should be applied in the production of APIs for use in clinical trials with a suitable mechanism of approval of each batch.
- 19.21 A quality unit(s) independent from production should be established for the approval or rejection of each batch of API for use in clinical trials.
- 19.22 Some of the testing functions commonly performed by the quality unit(s) can be performed within other organizational units.
- 19.23 Quality measures should include a system for testing of raw materials, packaging materials, intermediates, and APIs.
- 19.24 Process and quality problems should be evaluated.
- 19.25 Labelling for APIs intended for use in clinical trials should be appropriately controlled and should identify the material as being for investigational use.

19.3 Equipment and Facilities

- 19.30 During all phases of clinical development, including the use of small-scale facilities or laboratories to manufacture batches of APIs for use in clinical trials, procedures should be in place to ensure that equipment is calibrated, clean and suitable for its intended use.
- 19.31 Procedures for the use of facilities should ensure that materials are handled in a manner that minimizes the risk of contamination and cross-contamination.

19.4 Control of Raw Materials

- 19.40 Raw materials used in production of APIs for use in clinical trials should be evaluated by testing, or received with a supplier's analysis and subjected to identity testing. When a material is considered hazardous, a supplier's analysis should suffice.
- 19.41 In some instances, the suitability of a raw material can be determined before use based on acceptability in small-scale reactions (i.e., use testing) rather than on analytical testing alone.

19.5 Production

- 19.50 The production of APIs for use in clinical trials should be documented in laboratory notebooks, batch records, or by other appropriate means. These documents should include information on the use of production materials, equipment, processing, and scientific observations.

19.51 Expected yields can be more variable and less defined than the expected yields used in commercial processes. Investigations into yield variations are not expected.

19.6 Validation

19.60 Process validation for the production of APIs for use in clinical trials is normally inappropriate, where a single API batch is produced or where process changes during API development make batch replication difficult or inexact. The combination of controls, calibration, and, where appropriate, equipment qualification assures API quality during this development phase.

19.61 Process validation should be conducted in accordance with Section 12 when batches are produced for commercial use, even when such batches are produced on a pilot or small scale.

19.7 Changes

19.70 Changes are expected during development, as knowledge is gained and the production is scaled up. Every change in the production, specifications, or test procedures should be adequately recorded.

19.8 Laboratory Controls

19.80 While analytical methods performed to evaluate a batch of API for clinical trials may not yet be validated, they should be scientifically sound.

19.81 A system for retaining reserve samples of all batches should be in place. This system should ensure that a sufficient quantity of each reserve sample is retained for an appropriate length of time after approval, termination, or discontinuation of an application.

19.82 Expiry and retest dating as defined in Section 11.6 applies to existing APIs used in clinical trials. For new APIs, Section 11.6 does not normally apply in early stages of clinical trials.

19.9 Documentation

19.90 A system should be in place to ensure that information gained during the development and the manufacture of APIs for use in clinical trials is documented and available.

19.91 The development and implementation of the analytical methods used to support the release of a batch of API for use in clinical trials should be appropriately documented.

19.92 A system for retaining production and control records and documents should be used. This system should ensure that records and documents are retained for an appropriate length of time after the approval, termination, or discontinuation of an application.

20. GLOSSARY

Acceptance Criteria

Numerical limits, ranges, or other suitable measures for acceptance of test results.

Active Pharmaceutical Ingredient (API) (or Drug Substance)

Any substance or mixture of substances intended to be used in the manufacture of a drug (medicinal) product and that, when used in the production of a drug, becomes an active ingredient of the drug product. Such substances are intended to furnish pharmacological activity or other direct effect in the diagnosis, cure, mitigation, treatment, or prevention of disease or to affect the structure and function of the body.

API Starting Material

A raw material, intermediate, or an API that is used in the production of an API and that is incorporated as a significant structural fragment into the structure of the API. An API Starting Material can be an article of commerce, a material purchased from one or more suppliers under contract or commercial agreement, or produced in-house. API Starting Materials are normally of defined chemical properties and structure.

Batch (or Lot)

A specific quantity of material produced in a process or series of processes so that it is expected to be homogeneous within specified limits. In the case of continuous production, a batch may correspond to a defined fraction of the production. The batch size can be defined either by a fixed quantity or by the amount produced in a fixed time interval.

Batch Number (or Lot Number)

A unique combination of numbers, letters, and/or symbols that identifies a batch (or lot) and from which the production and distribution history can be determined.

Bioburden

The level and type (e.g. objectionable or not) of micro-organisms that can be present in raw materials, API starting materials, intermediates or APIs. Bioburden should not be considered contamination unless the levels have been exceeded or defined objectionable organisms have been detected.

Calibration

The demonstration that a particular instrument or device produces results within specified limits by comparison with those produced by a reference or traceable standard over an appropriate range of measurements.

Computer System

A group of hardware components and associated software, designed and assembled to perform a specific function or group of functions.

Computerized System

A process or operation integrated with a computer system.

Contamination

The undesired introduction of impurities of a chemical or microbiological nature, or of foreign matter, into or onto a raw material, intermediate, or API during production, sampling, packaging or repackaging, storage or transport.

Contract Manufacturer

A manufacturer performing some aspect of manufacturing on behalf of the original manufacturer.

Critical

Describes a process step, process condition, test requirement, or other relevant parameter or item that must be controlled within predetermined criteria to ensure that the API meets its specification.

Cross-Contamination

Contamination of a material or product with another material or product.

Deviation

Departure from an approved instruction or established standard.

Drug (Medicinal) Product

The dosage form in the final immediate packaging intended for marketing. (Reference Q1A)

Drug Substance

See Active Pharmaceutical Ingredient

Expiry Date (or Expiration Date)

The date placed on the container/labels of an API designating the time during which the API is expected to remain within established shelf life specifications if stored under defined conditions, and after which it should not be used.

Impurity

Any component present in the intermediate or API that is not the desired entity.

Impurity Profile

A description of the identified and unidentified impurities present in an API.

In-Process Control (or Process Control)

Checks performed during production in order to monitor and, if appropriate, to adjust the process and/or to ensure that the intermediate or API conforms to its specifications.

Intermediate

A material produced during steps of the processing of an API that undergoes further molecular change or purification before it becomes an API. Intermediates may or may not be isolated. (Note: this Guide only addresses those intermediates produced after the point that the company has defined as the point at which the production of the API begins.)

Lot

See Batch

Lot Number see Batch Number

See Batch Number

Manufacture

All operations of receipt of materials, production, packaging, repackaging, labelling, relabelling, quality control, release, storage, and distribution of APIs and related controls.

Material

A general term used to denote raw materials (starting materials, reagents, solvents), process aids, intermediates, APIs and packaging and labelling materials.

Mother Liquor

The residual liquid which remains after the crystallization or isolation processes. A mother liquor may contain unreacted materials, intermediates, levels of the API and/or impurities. It may be used for further processing.

Packaging Material

Any material intended to protect an intermediate or API during storage and transport.

Procedure

A documented description of the operations to be performed, the precautions to be taken and measures to be applied directly or indirectly related to the manufacture of an intermediate or API.

Process Aids

Materials, excluding solvents, used as an aid in the manufacture of an intermediate or API that do not themselves participate in a chemical or biological reaction (e.g. filter aid, activated carbon, etc).

Process Control

See In-Process Control

Production

All operations involved in the preparation of an API from receipt of materials through processing and packaging of the API.

Qualification

Action of proving and documenting that equipment or ancillary systems are properly installed, work correctly, and actually lead to the expected results. Qualification is part of validation, but the individual qualification steps alone do not constitute process validation.

Quality Assurance (QA)

The sum total of the organised arrangements made with the object of ensuring that all APIs are of the quality required for their intended use and that quality systems are maintained.

Quality Control (QC)

Checking or testing that specifications are met.

Quality Unit(s)

An organizational unit independent of production which fulfils both Quality Assurance and Quality Control responsibilities. This can be in the form of separate QA and QC units or a single individual or group, depending upon the size and structure of the organization.

Quarantine

The status of materials isolated physically or by other effective means pending a decision on their subsequent approval or rejection.

Raw Material

A general term used to denote starting materials, reagents, and solvents intended for use in the production of intermediates or APIs.

Reference Standard, Primary

A substance that has been shown by an extensive set of analytical tests to be authentic material that should be of high purity. This standard can be: (1) obtained from an officially recognised source, or (2) prepared by independent synthesis, or (3) obtained from existing production material of high purity, or (4) prepared by further purification of existing production material.

Reference Standard, Secondary

A substance of established quality and purity, as shown by comparison to a primary reference standard, used as a reference standard for routine laboratory analysis.

Reprocessing

Introducing an intermediate or API, including one that does not conform to standards or specifications, back into the process and repeating a crystallization step or other appropriate chemical or physical manipulation steps (e.g., distillation, filtration, chromatography, milling) that are part of the established manufacturing process. Continuation of a process step after an in-process control test has shown that the step is incomplete is considered to be part of the normal process, and not reprocessing.

Retest Date

The date when a material should be re-examined to ensure that it is still suitable for use.

Reworking

Subjecting an intermediate or API that does not conform to standards or specifications to one or more processing steps that are different from the established manufacturing process to obtain acceptable quality intermediate or API (e.g., recrystallizing with a different solvent).

Signature (signed)

See definition for signed

Signed (signature)

The record of the individual who performed a particular action or review. This record can be initials, full handwritten signature, personal seal, or authenticated and secure electronic signature.

ffSolvent

An inorganic or organic liquid used as a vehicle for the preparation of solutions or suspensions in the manufacture of an intermediate or API.

Specification

A list of tests, references to analytical procedures, and appropriate acceptance criteria that are numerical limits, ranges, or other criteria for the test described. It establishes the set of criteria to which a material should conform to be considered acceptable for its intended use. "Conformance to specification" means that the material, when tested according to the listed analytical procedures, will meet the listed acceptance criteria.

Validation

A documented program that provides a high degree of assurance that a specific process, method, or system will consistently produce a result meeting pre-determined acceptance criteria.

Validation Protocol

A written plan stating how validation will be conducted and defining acceptance criteria. For example, the protocol for a manufacturing process identifies processing equipment, critical process parameters/operating ranges, product characteristics, sampling, test data to be collected, number of validation runs, and acceptable test results.

Yield, Expected

The quantity of material or the percentage of theoretical yield anticipated at any appropriate phase of production based on previous laboratory, pilot scale, or manufacturing data.

Yield, Theoretical

The quantity that would be produced at any appropriate phase of production, based upon the quantity of material to be used, in the absence of any loss or error in actual production.



PHARMACEUTICAL INSPECTION CONVENTION
PHARMACEUTICAL INSPECTION CO-OPERATION SCHEME

PE 009-11 (Annexes)
1 March 2014

**GUIDE TO GOOD MANUFACTURING
PRACTICE FOR MEDICINAL PRODUCTS
ANNEXES**

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** The EU first adopted the ICH GMP Guide on APIs as Annex 18 to the EU GMP Guide while PIC/S adopted it as a stand-alone GMP Guide (PE 007). The Guide has now been adopted as Part II of the PIC/S GMP Guide (see PE 009 (Part II)).

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ANNEX 1*

MANUFACTURE OF STERILE MEDICINAL PRODUCTS

PRINCIPLE

The manufacture of sterile products is subject to special requirements in order to minimise risks of microbiological contamination, and of particulate and pyrogen contamination. Much depends on the skill, training and attitudes of the personnel involved. Quality Assurance is particularly important, and this type of manufacture must strictly follow carefully established and validated methods of preparation and procedure. Sole reliance for sterility or other quality aspects must not be placed on any terminal process or finished product test.

Note: This guidance does not lay down detailed methods for determining the microbiological and particulate cleanliness of air, surfaces, etc. Reference should be made to other documents such as the EN/ISO Standards.

GENERAL

1. The manufacture of sterile products should be carried out in clean areas entry to which should be through airlocks for personnel and/or for equipment and materials. Clean areas should be maintained to an appropriate cleanliness standard and supplied with air which has passed through filters of an appropriate efficiency.
2. The various operations of component preparation, product preparation and filling should be carried out in separate areas within the clean area. Manufacturing operations are divided into two categories; firstly those where the product is terminally sterilised, and secondly those which are conducted aseptically at some or all stages.
3. Clean areas for the manufacture of sterile products are classified according to the required characteristics of the environment. Each manufacturing operation requires an appropriate environmental cleanliness level in the operational state in order to minimise the risks of particulate or microbial contamination of the product or materials being handled.

In order to meet “in operation” conditions these areas should be designed to reach certain specified air-cleanliness levels in the “at rest” occupancy state. The “at rest” state is the condition where the installation is installed and operating, complete with production equipment but with no operating personnel present. The “in operation” state is the condition where the installation is

* Provisions on capping of vials in this Annex will enter into force on 1 March 2010 only.

functioning in the defined operating mode with the specified number of personnel working.

The “in operation” and “at rest” states should be defined for each clean room or suite of clean rooms.

For the manufacture of sterile medicinal products 4 grades can be distinguished.

Grade A: The local zone for high risk operations, e.g. filling zone, stopper bowls, open ampoules and vials, making aseptic connections. Normally such conditions are provided by a laminar air flow work station. Laminar air flow systems should provide a homogeneous air speed in a range of 0.36 – 0.54 m/s (guidance value) at the working position in open clean room applications. The maintenance of laminarity should be demonstrated and validated.

A uni-directional air flow and lower velocities may be used in closed isolators and glove boxes.

Grade B: For aseptic preparation and filling, this is the background environment for the grade A zone.

Grade C and D: Clean areas for carrying out less critical stages in the manufacture of sterile products

CLEAN ROOM AND CLEAN AIR DEVICE CLASSIFICATION

4. Clean rooms and clean air devices should be classified in accordance with EN ISO 14644-1. Classification should be clearly differentiated from operational process environmental monitoring. The maximum permitted airborne particle concentration for each grade is given in the following table:

Grade	Maximum permitted number of particles/m ³ equal to or greater than the tabulated size			
	At rest		In operation	
	0.5µm	5.0µm	0.5µm	5.0µm
A	3,520	20	3,520	20
B	3,520	29	352,000	2,900
C	352,000	2,900	3,520,000	29,000
D	3,520,000	29,000	not defined	not defined

5. For classification purposes in Grade A zones, a minimum sample volume of 1m³ should be taken per sample location. For Grade A the airborne particle classification is ISO 4.8 dictated by the limit for particles ≥5.0 µm. For Grade B (at rest) the airborne particle classification is ISO 5 for both considered particle sizes. For Grade C (at rest & in operation) the airborne particle classification is ISO 7 and ISO 8 respectively. For Grade D (at rest) the airborne particle classification is ISO 8. For classification purposes EN/ISO 14644-1

methodology defines both the minimum number of sample locations and the sample size based on the class limit of the largest considered particle size and the method of evaluation of the data collected.

6. Portable particle counters with a short length of sample tubing should be used for classification purposes because of the relatively higher rate of precipitation of particles $\geq 5.0\mu\text{m}$ in remote sampling systems with long lengths of tubing. Isokinetic sample heads should be used in unidirectional airflow systems.
7. "In operation" classification may be demonstrated during normal operations, simulated operations or during media fills as worst-case simulation is required for this. EN ISO 14644-2 provides information on testing to demonstrate continued compliance with the assigned cleanliness classifications.

CLEAN ROOM AND CLEAN AIR DEVICE MONITORING

8. Clean rooms and clean air devices should be routinely monitored in operation and the monitoring locations based on a formal risk analysis study and the results obtained during the classification of rooms and/or clean air devices.
9. For Grade A zones, particle monitoring should be undertaken for the full duration of critical processing, including equipment assembly, except where justified by contaminants in the process that would damage the particle counter or present a hazard, e.g. live organisms and radiological hazards. In such cases monitoring during routine equipment set up operations should be undertaken prior to exposure to the risk. Monitoring during simulated operations should also be performed. The Grade A zone should be monitored at such a frequency and with suitable sample size that all interventions, transient events and any system deterioration would be captured and alarms triggered if alert limits are exceeded. It is accepted that it may not always be possible to demonstrate low levels of $\geq 5.0\mu\text{m}$ particles at the point of fill when filling is in progress, due to the generation of particles or droplets from the product itself.
10. It is recommended that a similar system be used for Grade B zones although the sample frequency may be decreased. The importance of the particle monitoring system should be determined by the effectiveness of the segregation between the adjacent Grade A and B zones. The Grade B zone should be monitored at such a frequency and with suitable sample size that changes in levels of contamination and any system deterioration would be captured and alarms triggered if alert limits are exceeded.
11. Airborne particle monitoring systems may consist of independent particle counters; a network of sequentially accessed sampling points connected by manifold to a single particle counter; or a combination of the two. The system selected must be appropriate for the particle size considered. Where remote sampling systems are used, the length of tubing and the radii of any bends in the tubing must be considered in the context of particle losses in the tubing. The selection of the monitoring system should take account of any risk presented by the materials used in the manufacturing operation, for example those involving live organisms or radiopharmaceuticals.

12. The sample sizes taken for monitoring purposes using automated systems will usually be a function of the sampling rate of the system used. It is not necessary for the sample volume to be the same as that used for formal classification of clean rooms and clean air devices.
13. In Grade A and B zones, the monitoring of the $\geq 5.0 \mu\text{m}$ particle concentration count takes on a particular significance as it is an important diagnostic tool for early detection of failure. The occasional indication of $\geq 5.0 \mu\text{m}$ particle counts may be false counts due to electronic noise, stray light, coincidence, etc. However consecutive or regular counting of low levels is an indicator of a possible contamination event and should be investigated. Such events may indicate early failure of the HVAC system, filling equipment failure or may also be diagnostic of poor practices during machine set-up and routine operation.
14. The particle limits given in the table for the "at rest" state should be achieved after a short "clean up" period of 15-20 minutes (guidance value) in an unmanned state after completion of operations.
15. The monitoring of Grade C and D areas in operation should be performed in accordance with the principles of quality risk management. The requirements and alert/action limits will depend on the nature of the operations carried out, but the recommended "clean up period" should be attained.
16. Other characteristics such as temperature and relative humidity depend on the product and nature of the operations carried out. These parameters should not interfere with the defined cleanliness standard.
17. Examples of operations to be carried out in the various grades are given in the table below (see also paragraphs 28 to 35):

Grade	Examples of operations for terminally sterilised products (see para. 28-30)
A	Filling of products, when unusually at risk
C	Preparation of solutions, when unusually at risk. Filling of products
D	Preparation of solutions and components for subsequent filling

Grade	Examples of operations for aseptic preparations (see para. 31-35)
A	Aseptic preparation and filling
C	Preparation of solutions to be filtered
D	Handling of components after washing

18. Where aseptic operations are performed monitoring should be frequent using methods such as settle plates, volumetric air and surface sampling (e.g. swabs and contact plates). Sampling methods used in operation should not interfere with zone protection. Results from monitoring should be considered when reviewing batch documentation for finished product release. Surfaces and

personnel should be monitored after critical operations. Additional microbiological monitoring is also required outside production operations, e.g. after validation of systems, cleaning and sanitisation.

19. Recommended limits for microbiological monitoring of clean areas during operation:

Grade	Recommended limits for microbial contamination ^(a)			
	Air sample cfu/m ³	Settle plates (diam. 90 mm), cfu/4 hours ^(b)	Contact plates (diam. 55 mm), cfu/plate	Glove print 5 fingers cfu/glove
A	< 1	< 1	< 1	< 1
B	10	5	5	5
C	100	50	25	-
D	200	100	50	-

Notes: ^(a) These are average values.

^(b) Individual settle plates may be exposed for less than 4 hours.

20. Appropriate alert and action limits should be set for the results of particulate and microbiological monitoring. If these limits are exceeded operating procedures should prescribe corrective action.

ISOLATOR TECHNOLOGY

21. The utilisation of isolator technology to minimise human interventions in processing areas may result in a significant decrease in the risk of microbiological contamination of aseptically manufactured products from the environment. There are many possible designs of isolators and transfer devices. The isolator and the background environment should be designed so that the required air quality for the respective zones can be realised. Isolators are constructed of various materials more or less prone to puncture and leakage. Transfer devices may vary from a single door to double door designs to fully sealed systems incorporating sterilisation mechanisms.
22. The transfer of materials into and out of the unit is one of the greatest potential sources of contamination. In general the area inside the isolator is the local zone for high risk manipulations, although it is recognised that laminar air flow may not exist in the working zone of all such devices.
23. The air classification required for the background environment depends on the design of the isolator and its application. It should be controlled and for aseptic processing it should be at least grade D.
24. Isolators should be introduced only after appropriate validation. Validation should take into account all critical factors of isolator technology, for example

the quality of the air inside and outside (background) the isolator, sanitisation of the isolator, the transfer process and isolator integrity.

25. Monitoring should be carried out routinely and should include frequent leak testing of the isolator and glove/sleeve system.

BLOW/FILL/SEAL TECHNOLOGY

26. Blow/fill/seal units are purpose built machines in which, in one continuous operation, containers are formed from a thermoplastic granulate, filled and then sealed, all by the one automatic machine. Blow/fill/seal equipment used for aseptic production which is fitted with an effective grade A air shower may be installed in at least a grade C environment, provided that grade A/B clothing is used. The environment should comply with the viable and non viable limits at rest and the viable limit only when in operation. Blow/fill/seal equipment used for the production of products which are terminally sterilised should be installed in at least a grade D environment.
27. Because of this special technology particular attention should be paid to, at least the following:
- equipment design and qualification
 - validation and reproducibility of cleaning-in-place and sterilisation-in-place
 - background clean room environment in which the equipment is located
 - operator training and clothing
 - interventions in the critical zone of the equipment including any aseptic assembly prior to the commencement of filling.

TERMINALLY STERILISED PRODUCTS

28. Preparation of components and most products should be done in at least a grade D environment in order to give low risk of microbial and particulate contamination, suitable for filtration and sterilisation. Where the product is at a high or unusual risk of microbial contamination, (for example, because the product actively supports microbial growth or must be held for a long period before sterilisation or is necessarily processed not mainly in closed vessels), then preparation should be carried out in a grade C environment.
29. Filling of products for terminal sterilisation should be carried out in at least a grade C environment.
30. Where the product is at unusual risk of contamination from the environment, for example because the filling operation is slow or the containers are wide-necked or are necessarily exposed for more than a few seconds before sealing, the filling should be done in a grade A zone with at least a grade C background. Preparation and filling of ointments, creams, suspensions and emulsions should generally be carried out in a grade C environment before terminal sterilisation.

ASEPTIC PREPARATION

31. Components after washing should be handled in at least a grade D environment. Handling of sterile starting materials and components, unless subjected to sterilisation or filtration through a micro-organism-retaining filter later in the process, should be done in a grade A environment with grade B background.
32. Preparation of solutions which are to be sterile filtered during the process should be done in a grade C environment; if not filtered, the preparation of materials and products should be done in a grade A environment with a grade B background.
33. Handling and filling of aseptically prepared products should be done in a grade A environment with a grade B background.
34. Prior to the completion of stoppering, transfer of partially closed containers, as used in freeze drying, should be done either in a grade A environment with grade B background or in sealed transfer trays in a grade B environment.
35. Preparation and filling of sterile ointments, creams, suspensions and emulsions should be done in a grade A environment, with a grade B background, when the product is exposed and is not subsequently filtered.

PERSONNEL

36. Only the minimum number of personnel required should be present in clean areas; this is particularly important during aseptic processing. Inspections and controls should be conducted outside the clean areas as far as possible.
37. All personnel (including those concerned with cleaning and maintenance) employed in such areas should receive regular training in disciplines relevant to the correct manufacture of sterile products. This training should include reference to hygiene and to the basic elements of microbiology. When outside staff who have not received such training (e.g. building or maintenance contractors) need to be brought in, particular care should be taken over their instruction and supervision.
38. Staff who have been engaged in the processing of animal tissue materials or of cultures of micro-organisms other than those used in the current manufacturing process should not enter sterile-product areas unless rigorous and clearly defined entry procedures have been followed.
39. High standards of personal hygiene and cleanliness are essential. Personnel involved in the manufacture of sterile preparations should be instructed to report any condition which may cause the shedding of abnormal numbers or types of contaminants; periodic health checks for such conditions are desirable. Actions to be taken about personnel who could be introducing undue microbiological hazard should be decided by a designated competent person.
40. Wristwatches, make-up and jewellery should not be worn in clean areas.

41. Changing and washing should follow a written procedure designed to minimise contamination of clean area clothing or carry-through of contaminants to the clean areas.
42. The clothing and its quality should be appropriate for the process and the grade of the working area. It should be worn in such a way as to protect the product from contamination.
43. The description of clothing required for each grade is given below:
 - Grade D: Hair and, where relevant, beard should be covered. A general protective suit and appropriate shoes or overshoes should be worn. Appropriate measures should be taken to avoid any contamination coming from outside the clean area.
 - Grade C: Hair and where relevant beard and moustache should be covered. A single or two-piece trouser suit, gathered at the wrists and with high neck and appropriate shoes or overshoes should be worn. They should shed virtually no fibres or particulate matter.
 - Grade A/B: Headgear should totally enclose hair and, where relevant, beard and moustache; it should be tucked into the neck of the suit; a face mask should be worn to prevent the shedding of droplets. Appropriate sterilised, non-powdered rubber or plastic gloves and sterilised or disinfected footwear should be worn. Trouser-legs should be tucked inside the footwear and garment sleeves into the gloves. The protective clothing should shed virtually no fibres or particulate matter and retain particles shed by the body.
44. Outdoor clothing should not be brought into changing rooms leading to grade B and C rooms. For every worker in a grade A/B area, clean sterile (sterilised or adequately sanitised) protective garments should be provided at each work session. Gloves should be regularly disinfected during operations. Masks and gloves should be changed at least for every working session.
45. Clean area clothing should be cleaned and handled in such a way that it does not gather additional contaminants which can later be shed. These operations should follow written procedures. Separate laundry facilities for such clothing are desirable. Inappropriate treatment of clothing will damage fibres and may increase the risk of shedding of particles.

PREMISES

46. In clean areas, all exposed surfaces should be smooth, impervious and unbroken in order to minimise the shedding or accumulation of particles or micro-organisms and to permit the repeated application of cleaning agents, and disinfectants where used.
47. To reduce accumulation of dust and to facilitate cleaning there should be no uncleanable recesses and a minimum of projecting ledges, shelves, cupboards and equipment. Doors should be designed to avoid those uncleanable recesses; sliding doors may be undesirable for this reason.

48. False ceilings should be sealed to prevent contamination from the space above them.
49. Pipes and ducts and other utilities should be installed so that they do not create recesses, unsealed openings and surfaces which are difficult to clean.
50. Sinks and drains should be prohibited in grade A/B areas used for aseptic manufacture. In other areas air breaks should be fitted between the machine or sink and the drains. Floor drains in lower grade clean rooms should be fitted with traps or water seals to prevent backflow.
51. Changing rooms should be designed as airlocks and used to provide physical separation of the different stages of changing and so minimise microbial and particulate contamination of protective clothing. They should be flushed effectively with filtered air. The final stage of the changing room should, in the at-rest state, be the same grade as the area into which it leads. The use of separate changing rooms for entering and leaving clean areas is sometimes desirable. In general hand washing facilities should be provided only in the first stage of the changing rooms.
52. Both airlock doors should not be opened simultaneously. An interlocking system or a visual and/or audible warning system should be operated to prevent the opening of more than one door at a time.
53. A filtered air supply should maintain a positive pressure and an air flow relative to surrounding areas of a lower grade under all operational conditions and should flush the area effectively. Adjacent rooms of different grades should have a pressure differential of 10-15 pascals (guidance values). Particular attention should be paid to the protection of the zone of greatest risk, that is, the immediate environment to which a product and cleaned components which contact the product are exposed. The various recommendations regarding air supplies and pressure differentials may need to be modified where it becomes necessary to contain some materials, e.g. pathogenic, highly toxic, radioactive or live viral or bacterial materials or products. Decontamination of facilities and treatment of air leaving a clean area may be necessary for some operations.
54. It should be demonstrated that air-flow patterns do not present a contamination risk, e.g. care should be taken to ensure that air flows do not distribute particles from a particlegenerating person, operation or machine to a zone of higher product risk.
55. A warning system should be provided to indicate failure in the air supply. Indicators of pressure differences should be fitted between areas where these differences are important. These pressure differences should be recorded regularly or otherwise documented.

EQUIPMENT

56. A conveyor belt should not pass through a partition between a grade A or B area and a processing area of lower air cleanliness, unless the belt itself is continually sterilised (e.g. in a sterilising tunnel).
57. As far as practicable equipment, fittings and services should be designed and installed so that operations, maintenance and repairs can be carried out outside the clean area. If sterilisation is required, it should be carried out, wherever possible, after complete reassembly.
58. When equipment maintenance has been carried out within the clean area, the area should be cleaned, disinfected and/or sterilised where appropriate, before processing recommences if the required standards of cleanliness and/or asepsis have not been maintained during the work.
59. Water treatment plants and distribution systems should be designed, constructed and maintained so as to ensure a reliable source of water of an appropriate quality. They should not be operated beyond their designed capacity. Water for injections should be produced, stored and distributed in a manner which prevents microbial growth, for example by constant circulation at a temperature above 70°C.
60. All equipment such as sterilisers, air handling and filtration systems, air vent and gas filters, water treatment, generation, storage and distribution systems should be subject to validation and planned maintenance; their return to use should be approved.

SANITATION

61. The sanitation of clean areas is particularly important. They should be cleaned thoroughly in accordance with a written programme. Where disinfectants are used, more than one type should be employed. Monitoring should be undertaken regularly in order to detect the development of resistant strains.
62. Disinfectants and detergents should be monitored for microbial contamination; dilutions should be kept in previously cleaned containers and should only be stored for defined periods unless sterilised. Disinfectants and detergents used in Grades A and B areas should be sterile prior to use.
63. Fumigation of clean areas may be useful for reducing microbiological contamination in inaccessible places.

PROCESSING

64. Precautions to minimise contamination should be taken during all processing stages including the stages before sterilisation.
65. Preparations of microbiological origin should not be made or filled in areas used for the processing of other medicinal products; however, vaccines of dead

organisms or of bacterial extracts may be filled, after inactivation, in the same premises as other sterile medicinal products.

66. Validation of aseptic processing should include a process simulation test using a nutrient medium (media fill). Selection of the nutrient medium should be made based on dosage form of the product and selectivity, clarity, concentration and suitability for sterilisation of the nutrient medium.
67. The process simulation test should imitate as closely as possible the routine aseptic manufacturing process and include all the critical subsequent manufacturing steps. It should also take into account various interventions known to occur during normal production as well as worst-case situations.
68. Process simulation tests should be performed as initial validation with three consecutive satisfactory simulation tests per shift and repeated at defined intervals and after any significant modification to the HVAC-system, equipment, process and number of shifts. Normally process simulation tests should be repeated twice a year per shift and process.
69. The number of containers used for media fills should be sufficient to enable a valid evaluation. For small batches, the number of containers for media fills should at least equal the size of the product batch. The target should be zero growth and the following should apply:
 - When filling fewer than 5000 units, no contaminated units should be detected.
 - When filling 5,000 to 10,000 units:
 - a) One (1) contaminated unit should result in an investigation, including consideration of a repeat media fill;
 - b) Two (2) contaminated units are considered cause for revalidation, following investigation.
 - When filling more than 10,000 units:
 - a) One (1) contaminated unit should result in an investigation;
 - b) Two (2) contaminated units are considered cause for revalidation, following investigation¹.
70. For any run size, intermittent incidents of microbial contamination may be indicative of low-level contamination that should be investigated. Investigation of gross failures should include the potential impact on the sterility assurance of batches manufactured since the last successful media fill.
71. Care should be taken that any validation does not compromise the processes.
72. Water sources, water treatment equipment and treated water should be monitored regularly for chemical and biological contamination and, as appropriate, for endotoxins. Records should be maintained of the results of the monitoring and of any action taken.

¹ For further details on the validation of aseptic processing, please refer to the PIC/S Recommendation on the Validation of Aseptic Processing (PI 007).

73. Activities in clean areas and especially when aseptic operations are in progress should be kept to a minimum and movement of personnel should be controlled and methodical, to avoid excessive shedding of particles and organisms due to over-vigorous activity. The ambient temperature and humidity should not be uncomfortably high because of the nature of the garments worn.
74. Microbiological contamination of starting materials should be minimal. Specifications should include requirements for microbiological quality when the need for this has been indicated by monitoring.
75. Containers and materials liable to generate fibres should be minimised in clean areas.
76. Where appropriate, measures should be taken to minimise the particulate contamination of the end product.
77. Components, containers and equipment should be handled after the final cleaning process in such a way that they are not recontaminated.
78. The interval between the washing and drying and the sterilisation of components, containers and equipment as well as between their sterilisation and use should be minimised and subject to a time-limit appropriate to the storage conditions.
79. The time between the start of the preparation of a solution and its sterilisation or filtration through a micro-organism-retaining filter should be minimised. There should be a set maximum permissible time for each product that takes into account its composition and the prescribed method of storage.
80. The bioburden should be monitored before sterilisation. There should be working limits on contamination immediately before sterilisation, which are related to the efficiency of the method to be used. Bioburden assay should be performed on each batch for both aseptically filled product and terminally sterilised products. Where overkill sterilisation parameters are set for terminally sterilised products, bioburden might be monitored only at suitable scheduled intervals. For parametric release systems, bioburden assay should be performed on each batch and considered as an in-process test. Where appropriate the level of endotoxins should be monitored. All solutions, in particular large volume infusion fluids, should be passed through a micro-organism-retaining filter, if possible sited immediately before filling.
81. Components, containers, equipment and any other article required in a clean area where aseptic work takes place should be sterilised and passed into the area through double-ended sterilisers sealed into the wall, or by a procedure which achieves the same objective of not introducing contamination. Non-combustible gases should be passed through micro-organism retentive filters.
82. The efficacy of any new procedure should be validated, and the validation verified at scheduled intervals based on performance history or when any significant change is made in the process or equipment.

STERILISATION

83. All sterilisation processes should be validated. Particular attention should be given when the adopted sterilisation method is not described in the current edition of the European (or other relevant) Pharmacopoeia or when it is used for a product which is not a simple aqueous or oily solution. Where possible, heat sterilisation is the method of choice. In any case, the sterilisation process must be in accordance with the marketing and manufacturing authorisations.
84. Before any sterilisation process is adopted its suitability for the product and its efficacy in achieving the desired sterilising conditions in all parts of each type of load to be processed should be demonstrated by physical measurements and by biological indicators where appropriate. The validity of the process should be verified at scheduled intervals, at least annually, and whenever significant modifications have been made to the equipment. Records should be kept of the results.
85. For effective sterilisation the whole of the material must be subjected to the required treatment and the process should be designed to ensure that this is achieved.
86. Validated loading patterns should be established for all sterilisation processes.
87. Biological indicators should be considered as an additional method for monitoring the sterilisation. They should be stored and used according to the manufacturer's instructions, and their quality checked by positive controls. If biological indicators are used, strict precautions should be taken to avoid transferring microbial contamination from them.
88. There should be a clear means of differentiating products which have not been sterilised from those which have. Each basket, tray or other carrier of products or components should be clearly labelled with the material name, its batch number and an indication of whether or not it has been sterilised. Indicators such as autoclave tape may be used, where appropriate, to indicate whether or not a batch (or sub-batch) has passed through a sterilisation process, but they do not give a reliable indication that the lot is, in fact, sterile.
89. Sterilisation records should be available for each sterilisation run. They should be approved as part of the batch release procedure.

STERILISATION BY HEAT

90. Each heat sterilisation cycle should be recorded on a time/temperature chart with a sufficiently large scale or by other appropriate equipment with suitable accuracy and precision. The position of the temperature probes used for controlling and/or recording should have been determined during the validation, and where applicable also checked against a second independent temperature probe located at the same position.
91. Chemical or biological indicators may also be used, but should not take the place of physical measurements.

92. Sufficient time must be allowed for the whole of the load to reach the required temperature before measurement of the sterilising time-period is commenced. This time must be determined for each type of load to be processed.
93. After the high temperature phase of a heat sterilisation cycle, precautions should be taken against contamination of a sterilised load during cooling. Any cooling fluid or gas in contact with the product should be sterilised unless it can be shown that any leaking container would not be approved for use.

MOIST HEAT

94. Both temperature and pressure should be used to monitor the process. Control instrumentation should normally be independent of monitoring instrumentation and recording charts. Where automated control and monitoring systems are used for these applications they should be validated to ensure that critical process requirements are met. System and cycle faults should be registered by the system and observed by the operator. The reading of the independent temperature indicator should be routinely checked against the chart recorder during the sterilisation period. For sterilisers fitted with a drain at the bottom of the chamber, it may also be necessary to record the temperature at this position, throughout the sterilisation period. There should be frequent leak tests on the chamber when a vacuum phase is part of the cycle.
95. The items to be sterilised, other than products in sealed containers, should be wrapped in a material which allows removal of air and penetration of steam but which prevents recontamination after sterilisation. All parts of the load should be in contact with the sterilising agent at the required temperature for the required time.
96. Care should be taken to ensure that steam used for sterilisation is of suitable quality and does not contain additives at a level which could cause contamination of product or equipment.

DRY HEAT

97. The process used should include air circulation within the chamber and the maintenance of a positive pressure to prevent the entry of non-sterile air. Any air admitted should be passed through a HEPA filter. Where this process is also intended to remove pyrogens, challenge tests using endotoxins should be used as part of the validation.

STERILISATION BY RADIATION

98. Radiation sterilisation is used mainly for the sterilisation of heat sensitive materials and products. Many medicinal products and some packaging materials are radiation-sensitive, so this method is permissible only when the absence of deleterious effects on the product has been confirmed

experimentally. Ultraviolet irradiation is not normally an acceptable method of sterilisation.

99. During the sterilisation procedure the radiation dose should be measured. For this purpose, dosimetry indicators which are independent of dose rate should be used, giving a quantitative measurement of the dose received by the product itself. Dosimeters should be inserted in the load in sufficient number and close enough together to ensure that there is always a dosimeter in the irradiator. Where plastic dosimeters are used they should be used within the time-limit of their calibration. Dosimeter absorbances should be read within a short period after exposure to radiation.
100. Biological indicators may be used as an additional control
101. Validation procedures should ensure that the effects of variations in density of the packages are considered.
102. Materials handling procedures should prevent mix-up between irradiated and nonirradiated materials. Radiation sensitive colour disks should also be used on each package to differentiate between packages which have been subjected to irradiation and those which have not.
103. The total radiation dose should be administered within a predetermined time span.

STERILISATION WITH ETHYLENE OXIDE

104. This method should only be used when no other method is practicable. During process validation it should be shown that there is no damaging effect on the product and that the conditions and time allowed for degassing are such as to reduce any residual gas and reaction products to defined acceptable limits for the type of product or material.
105. Direct contact between gas and microbial cells is essential; precautions should be taken to avoid the presence of organisms likely to be enclosed in material such as crystals or dried protein. The nature and quantity of packaging materials can significantly affect the process.
106. Before exposure to the gas, materials should be brought into equilibrium with the humidity and temperature required by the process. The time required for this should be balanced against the opposing need to minimise the time before sterilisation.
107. Each sterilisation cycle should be monitored with suitable biological indicators, using the appropriate number of test pieces distributed throughout the load. The information so obtained should form part of the batch record.
108. For each sterilisation cycle, records should be made of the time taken to complete the cycle, of the pressure, temperature and humidity within the chamber during the process and of the gas concentration and of the total amount of gas used. The pressure and temperature should be recorded

throughout the cycle on a chart. The record(s) should form part of the batch record.

109. After sterilisation, the load should be stored in a controlled manner under ventilated conditions to allow residual gas and reaction products to reduce to the defined level. This process should be validated.

FILTRATION OF MEDICINAL PRODUCTS WHICH CANNOT BE STERILISED IN THEIR FINAL CONTAINER

110. Filtration alone is not considered sufficient when sterilisation in the final container is possible. With regard to methods currently available, steam sterilisation is to be preferred. If the product cannot be sterilised in the final container, solutions or liquids can be filtered through a sterile filter of nominal pore size of 0.22 micron (or less), or with at least equivalent micro-organism retaining properties, into a previously sterilised container. Such filters can remove most bacteria and moulds, but not all viruses or mycoplasmas. Consideration should be given to complementing the filtration process with some degree of heat treatment.
111. Due to the potential additional risks of the filtration method as compared with other sterilisation processes, a second filtration via a further sterilised micro-organism retaining filter, immediately prior to filling, may be advisable. The final sterile filtration should be carried out as close as possible to the filling point.
112. Fibre-shedding characteristics of filters should be minimal.
113. The integrity of the sterilised filter should be verified before use and should be confirmed immediately after use by an appropriate method such as a bubble point, diffusive flow or pressure hold test. The time taken to filter a known volume of bulk solution and the pressure difference to be used across the filter should be determined during validation and any significant differences from this during routine manufacturing should be noted and investigated. Results of these checks should be included in the batch record. The integrity of critical gas and air vent filters should be confirmed after use. The integrity of other filters should be confirmed at appropriate intervals.
114. The same filter should not be used for more than one working day unless such use has been validated.
115. The filter should not affect the product by removal of ingredients from it or by release of substances into it.

FINISHING OF STERILE PRODUCTS

116. Partially stoppered freeze drying vials should be maintained under Grade A conditions at all times until the stopper is fully inserted.
117. Containers should be closed by appropriately validated methods. Containers closed by fusion, e.g. glass or plastic ampoules should be subject to 100%

integrity testing. Samples of other containers should be checked for integrity according to appropriate procedures.

118. The container closure system for aseptically filled vials is not fully integral until the aluminium cap has been crimped into place on the stoppered vial. Crimping of the cap should therefore be performed as soon as possible after stopper insertion.
119. As the equipment used to crimp vial caps can generate large quantities of non-viable particulates, the equipment should be located at a separate station equipped with adequate air extraction.
120. Vial capping can be undertaken as an aseptic process using sterilised caps or as a clean process outside the aseptic core. Where this latter approach is adopted, vials should be protected by Grade A conditions up to the point of leaving the aseptic processing area, and thereafter stoppered vials should be protected with a Grade A air supply until the cap has been crimped.
121. Vials with missing or displaced stoppers should be rejected prior to capping. Where human intervention is required at the capping station, appropriate technology should be used to prevent direct contact with the vials and to minimise microbial contamination.
122. Restricted access barriers and isolators may be beneficial in assuring the required conditions and minimising direct human interventions into the capping operation.
123. Containers sealed under vacuum should be tested for maintenance of that vacuum after an appropriate, pre-determined period.
124. Filled containers of parenteral products should be inspected individually for extraneous contamination or other defects. When inspection is done visually, it should be done under suitable and controlled conditions of illumination and background. Operators doing the inspection should pass regular eye-sight checks, with spectacles if worn, and be allowed frequent breaks from inspection. Where other methods of inspection are used, the process should be validated and the performance of the equipment checked at intervals. Results should be recorded.

QUALITY CONTROL

125. The sterility test applied to the finished product should only be regarded as the last in a series of control measures by which sterility is assured. The test should be validated for the product(s) concerned.
126. In those cases where parametric release has been authorised, special attention should be paid to the validation and the monitoring of the entire manufacturing process.

127. Samples taken for sterility testing should be representative of the whole of the batch, but should in particular include samples taken from parts of the batch considered to be most at risk of contamination, e.g.:
- a) for products which have been filled aseptically, samples should include containers filled at the beginning and end of the batch and after any significant intervention;
 - b) for products which have been heat sterilised in their final containers, consideration should be given to taking samples from the potentially coolest part of the load.
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ANNEX 2

MANUFACTURE OF BIOLOGICAL MEDICINAL SUBSTANCES AND PRODUCTS FOR HUMAN USE

SCOPE

The methods employed in the manufacture of biological medicinal substances and products are a critical factor in shaping the appropriate regulatory control. Biological medicinal substances and products can be defined therefore largely by reference to their method of manufacture. This annex provides guidance on the full range of medicinal substances and products defined as biological.

This annex is divided into two main parts:

- a) Part A contains supplementary guidance on the manufacture of biological medicinal substances and products, from control over seed lots and cell banks or starting material through to finishing activities and testing.
- b) Part B contains further guidance on selected types of biological medicinal substances and products.

This annex, along with several other annexes of the Guide to GMP, provides guidance which supplements that in Part I and in Part II of the Guide. There are two aspects to the scope of this annex:

- a) Stage of manufacture - for biological active substances to the point immediately prior to their being rendered sterile, the primary guidance source is Part II. Guidance for the subsequent manufacturing steps of biological products are covered in Part I. For some types of product (e.g. Advanced Therapy Medicinal Products (ATMP) cell-based products) all manufacturing steps need to be conducted aseptically.
- b) Type of product - this annex provides guidance on the full range of medicinal substances and products defined as biological.

These two aspects are shown in Table 1; it should be noted that this table is illustrative only and is not meant to describe the precise scope. It should also be understood that in line with the corresponding table in Part II of the Guide, the level of GMP increases in detail from early to later steps in the manufacture of biological substances but GMP principles should always be adhered to. The inclusion of some early steps of manufacture within the scope of the annex does not imply that those steps will be routinely subject to inspection by the authorities. Antibiotics are not defined or included as biological products, however where biological stages of manufacture occur, guidance in this Annex may be used. Guidance for medicinal products derived from fractionated human blood or plasma is covered in Annex 14 and for non-transgenic plant products in Annex 7.

In certain cases, other legislation may be applicable to the starting materials for biologicals:

- (a) For tissue and cells used for industrially manufactured products (such as pharmaceuticals), the donation, procurement and testing of tissue and cells may be covered by national legislation.
- (b) Where blood or blood components are used as starting materials for ATMPs, national legislation may provide the technical requirements for the selection of donors and the collection and testing of blood and blood components¹.
- (c) The manufacture and control of genetically modified organisms needs to comply with local and national requirements. Appropriate containment should be established and maintained in facilities where any genetically modified micro-organism is handled². Advice should be obtained according to national legislation in order to establish and maintain the appropriate Biological Safety Level including measures to prevent cross contamination. There should be no conflicts with GMP requirements.

¹ In the EEA, this is Directive 2002/98/EC and its Commission Directives.

² In the EEA, this is Directive 1998/81/EC on contained use of genetically modified micro-organisms.

Table 1. Illustrative guide to manufacturing activities within the scope of Annex 2

Type and source of material	Example product	Application of this guide to manufacturing steps shown in grey			
1. Animal or plant sources: non-transgenic	Heparins, insulin, enzymes, proteins, allergen extract, ATMPs immunosera	Collection of plant, organ, tissue or fluid ³	Cutting, mixing, and / or initial processing	Isolation and purification	Formulation, filling
2. Virus or bacteria / fermentation / cell culture	Viral or bacterial vaccines; enzymes, proteins	Establishment & maintenance of MCB ⁴ , WCB, MVS, WVS	Cell culture and/or fermentation	Inactivation when applicable, isolation and purification	Formulation, filling
3. Biotechnology fermentation/ cell culture	Recombinant products, MAb, allergens, vaccines Gene Therapy (viral and non-viral vectors, plasmids)	Establishment & maintenance of MCB and WCB, MSL, WSL	Cell culture and /or fermentation	Isolation, purification, modification	Formulation, filling
4. Animal sources: transgenic	Recombinant proteins, ATMPs	Master and working transgenic bank	Collection, cutting, mixing, and/or initial processing	Isolation, purification and modification	Formulation, filling
5. Plant sources: transgenic	Recombinant proteins, vaccines, allergen	Master and working transgenic bank	Growing, harvesting ⁵	Initial extraction, isolation, purification, modification	Formulation, filling
6. Human sources	Urine derived enzymes, hormones	Collection of fluid ⁶	Mixing, and/or initial processing	Isolation and purification	Formulation, filling
7. Human and/or animal sources	Gene therapy: genetically modified cells	Donation, procurement and testing of starting tissue / cells ⁸	Manufacture vector and cell purification and processing,	Ex-vivo genetic modification of cells, Establish MCB, WCB or primary cell lot	Formulation, filling
	Somatic cell therapy	Donation, procurement and testing of starting tissue / cells ⁸	Establish MCB, WCB or primary cell lot or cell pool	Cell isolation, culture purification, combination with non-cellular components	Formulation, combination, fill
	Tissue engineered products	Donation, procurement and testing of starting tissue / cells ⁸	Initial processing, isolation and purification, establish MCB, WCB, primary cell lot or cell pool	Cell isolation, culture, purification, combination with non-cellular components	Formulation, combination, fill



Increasing GMP requirements

See Glossary for explanation of acronyms.

³ See section B1 for the extent to which GMP principles apply.

⁴ See section on 'Seed lot and cell bank system' for the extent to which GMP applies.

⁵ In the EEA: HMPC guideline on Good Agricultural and Collection Practice - EMEA/HMPC/246816/2005 may be applied to growing, harvesting and initial processing in open fields.

⁶ For principles of GMP apply, see explanatory text in 'Scope'.

⁷ Where these are viral vectors, the main controls are as for virus manufacture (row 2).

⁸ In the EEA, human tissues and cells must comply with Directive 2004/23/EC and implementing Directives at these stages.

PRINCIPLE

The manufacture of biological medicinal products involves certain specific considerations arising from the nature of the products and the processes. The ways in which biological medicinal products are manufactured, controlled and administered make some particular precautions necessary.

Unlike conventional medicinal products, which are manufactured using chemical and physical techniques capable of a high degree of consistency, the manufacture of biological medicinal substances and products involves biological processes and materials, such as cultivation of cells or extraction of material from living organisms. These biological processes may display inherent variability, so that the range and nature of by-products may be variable. As a result, quality risk management (QRM) principles are particularly important for this class of materials and should be used to develop their control strategy across all stages of manufacture so as to minimise variability and to reduce the opportunity for contamination and cross-contamination.

Since materials and processing conditions used in cultivation processes are designed to provide conditions for the growth of specific cells and microorganisms, this provides extraneous microbial contaminants the opportunity to grow. In addition, many products are limited in their ability to withstand a wide range of purification techniques particularly those designed to inactivate or remove adventitious viral contaminants. The design of the processes, equipment, facilities, utilities, the conditions of preparation and addition of buffers and reagents, sampling and training of the operators are key considerations to minimise such contamination events.

Specifications related to products (such as those in Pharmacopoeial monographs, Marketing Authorisation (MA), and Clinical Trial Authorisation (CTA)) will dictate whether and to what stage substances and materials can have a defined level of bioburden or need to be sterile. For biological materials that cannot be sterilized (e.g. by filtration), processing must be conducted aseptically to minimise the introduction of contaminants. The application of appropriate environmental controls and monitoring and, wherever feasible, in-situ cleaning and sterilization systems together with the use of closed systems can significantly reduce the risk of accidental contamination and cross-contamination.

Control usually involves biological analytical techniques, which typically have a greater variability than physico-chemical determinations. A robust manufacturing process is therefore crucial and in-process controls take on a particular importance in the manufacture of biological medicinal substances and products.

Biological medicinal products which incorporate human tissues or cells, such as certain ATMPs must comply with national requirements for the donation, procurement and testing stages⁹. Collection and testing of this material must be done in accordance with an appropriate quality system and in accordance with

⁹ In the EEA, these are Directive 2004/23/EC and Directive 2006/17/EC.

applicable national requirements¹⁰. Furthermore, national requirements¹¹ on traceability apply from the donor (while maintaining donor confidentiality) through stages applicable at the Tissue Establishment and then continued under medicines legislation through to the institution where the product is used.

Biological medicinal substances and products must comply with the applicable national guidance on minimising the risk of transmitting animal spongiform encephalopathy agents via human and veterinary medicinal products.

PART A. GENERAL GUIDANCE

PERSONNEL

1. Personnel (including those concerned with cleaning, maintenance or quality control) employed in areas where biological medicinal products are manufactured and tested should receive training, and periodic retraining, specific to the products manufactured and to their work, including any specific measures to protect product, personnel and the environment.
2. The health status of personnel should be taken into consideration for product safety. Where necessary, personnel engaged in production, maintenance, testing and animal care (and inspections) should be vaccinated with appropriate specific vaccines and have regular health checks.
3. Any changes in the health status of personnel, which could adversely affect the quality of the product, should preclude work in the production area and appropriate records kept. Production of BCG vaccine and tuberculin products should be restricted to staff who are carefully monitored by regular checks of immunological status or chest X-ray. Health monitoring of staff should be commensurate with the risk, medical advice should be sought for personnel involved with hazardous organisms.
4. Where required to minimise the opportunity for cross-contamination, restrictions on the movement of all personnel (including QC, maintenance and cleaning staff) should be controlled on the basis of QRM principles. In general, personnel should not pass from areas where exposure to live micro-organisms, genetically modified organisms, toxins or animals to areas where other products, inactivated products or different organisms are handled. If such passage is unavoidable, the contamination control measures should be based on QRM principles.

PREMISE AND EQUIPMENT

5. As part of the control strategy, the degree of environmental control of particulate and microbial contamination of the production premises should be adapted to the product and the production step, bearing in mind the level of contamination of the starting materials and the risks to the product. The environmental

¹⁰ In the EEA, this is the Commission Directive 2006/86/EC.

¹¹ In the EEA, this is Directive 2006/86/EC.

monitoring programme in addition to Annex 1 should be supplemented by the inclusion of methods to detect the presence of specific microorganisms (e.g. host organism, anaerobes, etc) where indicated by the QRM process.

6. Manufacturing and storage facilities, processes and environmental classifications should be designed to prevent the extraneous contamination of products. Although contamination is likely to become evident during processes such as fermentation and cell culture, prevention of contamination is more appropriate than detection and removal. In fact, the environmental monitoring and material bioburden testing programs are intended to verify a state of control. Where processes are not closed and there is therefore exposure of the product to the immediate room environment (e.g. during additions of supplements, media, buffers, gasses, manipulations during the manufacture of ATMPs) measures should be put in place, including engineering and environmental controls on the basis of QRM principles. These QRM principles should take into account the principles and requirements from the appropriate sections of Annex 1¹² when selecting environmental classification cascades and associated controls.
7. Dedicated production areas should be used for the handling of live cells, capable of persistence in the manufacturing environment, until inactivation. Dedicated production area should be used for the manufacture of pathogenic organisms capable of causing severe human disease¹³.
8. Manufacture in a multi-product facility may be acceptable where the following, or equivalent (as appropriate to the product types involved) considerations and measures are part of an effective control strategy to prevent cross-contamination using QRM principles:
 - (a) Knowledge of key characteristics of all cells, organisms and any adventitious agents (e.g. pathogenicity, detectability, persistence, susceptibility to inactivation) within the same facility.
 - (b) Where production is characterised by multiple small batches from different starting materials (e.g. cell-based products), factors such as the health status of donors and the risk of total loss of product from and/or for specific patients should be taken into account when considering the acceptance of concurrent working during development of the control strategy.
 - (c) Live organisms and spores (where relevant) are prevented from entering non-related areas or equipment. Control measures to remove the organisms and spores before the subsequent manufacture of other products, these control measures should also take the HVAC system into account. Cleaning and decontamination for the removal of the organisms and spores should be validated.
 - (d) Environmental monitoring, specific for the micro-organism being manufactured, is also conducted in adjacent areas during manufacture and after completion of cleaning and decontamination. Attention should also be given to risks arising with use of certain monitoring equipment

¹² PICS Guide to GMP

¹³ In the EEA, this would correspond to pathogenic organisms of i.e. Biosafety level 3 or 4 according to Council Directive 90/679/EEC.

- (e.g. airborne particle monitoring) in areas handling live and/or spore forming organisms.
- (e) Products, equipment, ancillary equipment (e.g. for calibration and validation) and disposable items are only moved within and removed from such areas in a manner that prevents contamination of other areas, other products and different product stages (e.g. prevent contamination of inactivated or toxoided products with non-inactivated products).
 - (f) Campaign-based manufacturing followed by validated cleaning and decontamination procedures.
9. For finishing operations¹⁴, the need for dedicated facilities will depend on consideration of the above together with additional considerations such as the specific needs of the biological product and on the characteristics of other products, including any non-biological products, in the same facility. Other control measures for finishing operations may include the need for specific addition sequences, mixing speeds, time and temperature controls, limits on exposure to light and containment and cleaning procedures in the event of spillages.
10. The measures and procedures necessary for containment (i.e. for environment and operator safety) should not conflict with those for product safety.
11. Air handling units should be designed, constructed and maintained to minimise the risk of cross-contamination between different manufacturing areas and may need to be specific for an area. Consideration, based on QRM principles, should be given to the use of single pass air systems.
12. Positive pressure areas should be used to process sterile products but negative pressure in specific areas at the point of exposure of pathogens is acceptable for containment reasons. Where negative pressure areas or safety cabinets are used for aseptic processing of materials with particular risks (e.g. pathogens), they should be surrounded by a positive pressure clean zone of appropriate grade. These pressure cascades should be clearly defined and continuously monitored with appropriate alarm settings.
13. Equipment used during handling of live organisms and cells, including those for sampling, should be designed to prevent any contamination of the live organism or cell during processing.
14. Primary containment¹⁵ should be designed and periodically tested to ensure the prevention of escape of biological agents into the immediate working environment.
15. The use of 'clean in place' and 'steam in place' ('sterilisation in place') systems should be used where possible. Valves on fermentation vessels should be completely steam sterilisable.

¹⁴ Formulation, filling and packaging

¹⁵ See main GMP Glossary on 'Containment'.

16. Air vent filters should be hydrophobic and validated for their scheduled life span with integrity testing at appropriate intervals based on appropriate QRM principles.
17. Drainage systems must be designed so that effluents can be effectively neutralised or decontaminated to minimise the risk of cross-contamination. Compliance with local regulations is required to minimize the risk of contamination of the external environment according to the risk associated with the biohazardous nature of waste materials.
18. Due to the variability of biological products or processes, relevant/critical additives or ingredients may have to be measured or weighed during the production process. In these cases, stocks of these substances may be kept in the production area for a specified duration based on defined criteria such as for the duration of manufacture of the batch or of the campaign. Materials must be stored appropriately.

ANIMALS

19. A wide range of animal species are used in the manufacture of a number of biological medicinal products or starting materials. These can be divided into 2 broad types of sources:
 - (a) Live groups, herds, flocks: examples include polio vaccine (monkeys), immunosera to snake venoms and tetanus (horses, sheep and goats), allergens (cats), rabies vaccine (rabbits, mice and hamsters), transgenic products (goats, cattle).
 - (b) Animal tissues and cells derived post-mortem and from establishments such as abattoirs: examples include xenogeneic cells from animal tissues and cells, feeder cells to support the growth of some ATMPs, abattoir sources for enzymes, anticoagulants and hormones (sheep and pigs).

In addition, animals may also be used in quality control either in generic assays, e.g. pyrogenicity, or specific potency assays, e.g. pertussis vaccine (mice), pyrogenicity (rabbits), BCG vaccine (guinea-pigs).

20. In addition to compliance with TSE regulations, other adventitious agents that are of concern (zoonotic diseases, diseases of source animals) should be monitored by an ongoing health programme and recorded. Specialist advice should be obtained in establishing such programmes. Instances of ill-health occurring in the source animals should be investigated with respect to their suitability and the suitability of in-contact animals for continued use (in manufacture, as sources of starting materials, in quality control and safety testing), the decisions must be documented. A look-back procedure should be in place which informs the decision making process on the continued suitability of the medicinal substance(s) or product(s) in which the materials have been used or incorporated. This decision-making process may include the re-testing of retained samples from previous collections from the same donor (where applicable) to establish the last negative donation. The withdrawal period of therapeutic agents used to treat source animals must be documented and used to determine the removal of those animals from the programme for defined periods.

21. Particular care should be taken to prevent and monitor infections in the source / donor animals. Measures should include the sourcing, facilities, husbandry, biosecurity procedures, testing regimes, control of bedding and feed materials. This is of special relevance to specified pathogen free animals where pharmacopoeial monograph requirements must be met. Housing and health monitoring should be defined for other categories of animals (e.g. healthy flocks or herds).
22. For products manufactured from transgenic animals, traceability should be maintained in the creation of such animals from the source animals.
23. Note should be taken of national requirements for animal quarters, care and quarantine¹⁶. Housing for animals used in production and control of biological products should be separated from production and control areas.
24. For different animal species, key criteria should be defined, monitored, and recorded. These may include age, weight and health status of the animals.
25. Animals, biological agents, and tests carried out should be appropriately identified to prevent any risk of mix up and to control all identified hazards.

DOCUMENTATION

26. Specifications for biological starting materials may need additional documentation on the source, origin, distribution chain, method of manufacture, and controls applied, to assure an appropriate level of control including their microbiological quality.
27. Some product types may require specific definition of what materials constitutes a batch, particularly somatic cells in the context of ATMPs. For autologous and donor-matched situations, the manufactured product should be viewed as a batch.
28. Where human cell or tissue donors are used, full traceability is required from starting and raw materials, including all substances coming into contact with the cells or tissues through to confirmation of the receipt of the products at the point of use whilst maintaining the privacy of individuals and confidentiality of health related information¹⁷. Traceability records¹⁸ must be retained for 30 years after the expiry date of the product. Particular care should be taken to maintain the traceability of products for special use cases, such as donor-matched cells. National requirements apply to blood components when they are used as supportive or raw material in the manufacturing process of medicinal products¹⁹. For ATMPs, traceability requirement regarding human cells including haematopoietic cells must comply with the principles laid down in national

¹⁶ In the EEA, Directive 201/63/EC took effect on 1st January 2013.

¹⁷ In the EEA see Article 15 of Regulation 1394/ 2007.

¹⁸ In the EEA, see ENTR/F/2/SF/dn D(2009) 35810, 'Detailed guidelines on good clinical practice specific to advanced therapy medicinal Products' for further information on traceability.

¹⁹ In the EEA, these are Directives 2002/98/EC and 2005/61/EC.

legislation²⁰. The arrangements necessary to achieve the traceability and retention period should be incorporated into technical agreements between the responsible parties.

PRODUCTION

29. Given the variability inherent in many biological substances and products, steps to increase process robustness thereby reducing process variability and enhancing reproducibility at the different stages of the product lifecycle such as process design should be reassessed during Product Quality Reviews.
30. Since cultivation conditions, media and reagents are designed to promote the growth of cells or microbial organisms, typically in an axenic state, particular attention should be paid in the control strategy to ensure there are robust steps that prevent or minimise the occurrence of unwanted bioburden and associated metabolites and endotoxins. For cell based ATMPs where production batches are frequently small the risk of cross-contamination between cell preparations from different donors with various health status should be controlled under defined procedures and requirements.

STARTING MATERIALS

31. The source, origin and suitability of biological starting and raw materials (e.g. cryoprotectants, feeder cells, reagents, culture media, buffers, serum, enzymes, cytokines, growth factors) should be clearly defined. Where the necessary tests take a long time, it may be permissible to process starting materials before the results of the tests are available, the risk of using a potentially failed material and its potential impact on other batches should be clearly understood and assessed under the principles of QRM. In such cases, release of a finished product is conditional on satisfactory results of these tests. The identification of all starting materials should be in compliance with the requirements appropriate to its stage of manufacture. For biological medicinal products further guidance can be found in Part I and Annex 8 and for biological substances in Part II.
32. The risk of contamination of starting materials during their passage along the supply chain must be assessed, with particular emphasis on TSE. Materials that come into direct contact with manufacturing equipment or the product (such as media used in media fill experiments and lubricants that may contact the product) must also be taken into account.
33. Given that the risks from the introduction of contamination and the consequences to the product is the same irrespective of the stage of manufacture, establishment of a control strategy to protect the product and the preparation of solutions, buffers and other additions should be based on the principles and guidance contained in the appropriate sections of Annex 1. The controls required for the quality of starting materials and on the aseptic manufacturing process, particularly for cell-based products, where final sterilisation is generally not possible and the ability to remove microbial

²⁰ In the EEA, these are Directives 2004/23/EC and 2006/86/EC.

by-products is limited, assume greater importance. Where an MA or CTA provides for an allowable type and level of bioburden, for example at active substance stage, the control strategy should address the means by which this is maintained within the specified limits.

34. Where sterilization of starting materials is required, it should be carried out where possible by heat. Where necessary, other appropriate methods may also be used for inactivation of biological materials (e.g. irradiation and filtration).
35. Reduction in bioburden associated with procurement of living tissues and cells may require the use of other measures such as antibiotics at early manufacturing stages. This should be avoided, but where it is necessary their use should be justified and carefully controlled, they should be removed from the manufacturing process at the stage specified in the MA or CTA.²¹
36. For human tissues and cells used as starting materials for biological medicinal products:
 - (a) Their procurement, donation and testing is regulated in some countries²². Such supply sites must hold appropriate approvals from the national competent authority(ies) which should be verified as part of starting material supplier management.
 - (b) Where such human cells or tissues are imported they must meet equivalent national standards of quality and safety²³. The traceability and serious adverse reaction and serious adverse event notification requirements may be set out in national legislation²⁴.
 - (c) There may be some instances where processing of cells and tissues used as starting materials for biological medicinal products will be conducted at tissue establishments, e.g. to derive early cell lines or banks prior to establishing a Master Cell Bank, MCB²⁵.
 - (d) Tissue and cells are released by the Responsible Person in the tissue establishment before shipment to the medicinal product manufacturer, after which normal medicinal product starting material controls apply. The test results of all tissues / cells supplied by the tissue establishment should be available to the manufacturer of the medicinal product. Such information must be used to make appropriate material segregation and storage decisions. In cases where manufacturing must be initiated prior to receiving test results from the tissue establishment, tissue and cells may be shipped to the medicinal product manufacturer provided controls are in place to prevent cross-contamination with tissue and cells that have been released by the RP in the tissue establishment.

²¹ Some situations in which antibiotic use may be justified include maintenance of plasmids in expression systems and in fermentation. Generally, antibiotics used in humans should be avoided because of the potential development of antibiotic resistant strains. Additionally, the use of antibiotics is not an effective mechanism to control microbial contamination.

²² In the EEA, this is Directive 2004/23/EC and its Commission directives.

²³ In the EEA, they must be equivalent to those laid down in Directive 2004/23/EC.

²⁴ In the EEA, this is Directive 2006/86/EC.

²⁵ In the EEA, such processing steps, are under the scope of 2004/23/EC and the Responsible Person (RP).

- (e) The transport of human tissues and cells to the manufacturing site must be controlled by a written agreement between the responsible parties. The manufacturing sites should have documentary evidence of adherence to the specified storage and transport conditions.
 - (f) Continuation of traceability requirements started at tissue establishments through to the recipient(s), and vice versa, including materials in contact with the cells or tissues, should be maintained.
 - (g) A technical agreement should be in place between the responsible parties (e.g. manufacturers, tissue establishment, Sponsors, MA Holder) which defines responsibilities of each party, including the RP.
37. With regard to gene therapy²⁶:
- (a) For products consisting of viral vectors, the starting materials are the components from which the viral vector is obtained, i.e. the master virus seed or the plasmids to transfect the packaging cells and the MCB of the packaging cell line.
 - (b) For products consisting of plasmids, non-viral vectors and genetically modified micro-organisms other than viruses or viral vectors, the starting materials are the components used to generate the producing cell, i.e. the plasmid, the host bacteria and the MCB of the recombinant microbial cells.
 - (c) For genetically modified cells, the starting materials are the components used to obtain the genetically modified cells, i.e. the starting materials to manufacture the vector and the human or animal cell preparations.
 - (d) The principles of GMP apply from the bank system used to manufacture the vector or plasmid used for gene transfer.
38. Where human or animal cells are used in the manufacturing process as feeder cells, appropriate controls over the sourcing, testing, transport and storage should be in place²⁷, including compliance with national requirements for human cells.

SEED LOT AND CELL BANK SYSTEM

39. In order to prevent the unwanted drift of properties which might ensue from repeated subcultures or multiple generations, the production of biological medicinal substances and products obtained by microbial culture, cell culture or propagation in embryos and animals should be based on a system of master and working virus seed lots and/or cell banks. Such a system may not be applicable to all types of ATMPs.
40. The number of generations (doublings, passages) between the seed lot or cell bank, the drug substance and finished product should be consistent with specifications in the MA or CTA.

²⁶ In the EEA, see details in section 3.2 of Directive 2009/120/EC.

²⁷ In the EEA, this includes compliance with Directive 2004/23 EC for human cells.

41. As part of product lifecycle management, establishment of seed lots and cell banks, including master and working generations, should be performed under circumstances which are demonstrably appropriate. This should include an appropriately controlled environment to protect the seed lot and the cell bank and the personnel handling it. During the establishment of the seed lot and cell bank, no other living or infectious material (e.g. virus, cell lines or cell strains) should be handled simultaneously in the same area or by the same persons. For stages prior to the master seed or cell bank generation, where only the principles of GMP may be applied, documentation should be available to support traceability including issues related to components used during development with potential impact on product safety (e.g. reagents of biological origin) from initial sourcing and genetic development if applicable. For vaccines the requirements of pharmacopoeial monographs will apply²⁸.
42. Following the establishment of master and working cell banks and master and working seed lots, quarantine and release procedures should be followed. This should include adequate characterization and testing for contaminants. Their on-going suitability for use should be further demonstrated by the consistency of the characteristics and quality of the successive batches of product. Evidence of the stability and recovery of the seeds and banks should be documented and records should be kept in a manner permitting trend evaluation.
43. Seed lots and cell banks should be stored and used in such a way as to minimize the risks of contamination or alteration (e.g. stored in the vapour phase of liquid nitrogen in sealed containers). Control measures for the storage of different seeds and/or cells in the same area or equipment should prevent mix-up and take into account the infectious nature of the materials to prevent cross contamination.
44. Cell based medicinal products are often generated from a cell stock obtained from limited number of passages. In contrast with the two tiered system of Master and Working cell banks, the number of production runs from a cell stock is limited by the number of aliquots obtained after expansion and does not cover the entire life cycle of the product. Cell stock changes should be covered by a validation protocol.
45. Storage containers should be sealed, clearly labelled and kept at an appropriate temperature. A stock inventory must be kept. The storage temperature should be recorded continuously and, where used, the liquid nitrogen level monitored. Deviation from set limits and corrective and preventive action taken should be recorded.
46. It is desirable to split stocks and to store the split stocks at different locations so as to minimize the risks of total loss. The controls at such locations should provide the assurances outlined in the preceding paragraphs.
47. The storage and handling conditions for stocks should be managed according to the same procedures and parameters. Once containers are removed from

²⁸ In the EEA, this is Ph Eur monograph 2005;153 "Vaccines for human use".

the seed lot / cell bank management system, the containers should not be returned to stock.

OPERATING PRINCIPLES

48. Change management should, on a periodic basis, take into account the effects, including cumulative effects of changes (e.g. to the process) on the quality of the final product.
49. Critical operational (process) parameters, or other input parameters which affect product quality, need to be identified, validated, documented and be shown to be maintained within requirements.
50. A control strategy for the entry of articles and materials into production areas should be based on QRM principles to minimise the risk of contamination. For aseptic processes, heat stable articles and materials entering a clean area or clean/contained area should preferably do so through a double-ended autoclave or oven. Heat labile articles and materials should enter through an air lock with interlocked doors where they are subject to effective surface sanitisation procedures. Sterilisation of articles and materials elsewhere is acceptable provided that they are multiple wrappings, as appropriate to the number of stages of entry to the clean area, and enter through an airlock with the appropriate surface sanitisation precautions.
51. The growth promoting properties of culture media should be demonstrated to be suitable for its intended use. If possible, media should be sterilized in situ. In-line sterilizing filters for routine addition of gases, media, acids or alkalis, anti-foaming agents etc. to fermenters should be used where possible.
52. Addition of materials or cultures to fermenters and other vessels and sampling should be carried out under carefully controlled conditions to prevent contamination. Care should be taken to ensure that vessels are correctly connected when addition or sampling takes place.
53. Continuous monitoring of some production processes (e.g. fermentation) may be necessary; such data should form part of the batch record. Where continuous culture is used, special consideration should be given to the quality control requirements arising from this type of production method.
54. Centrifugation and blending of products can lead to aerosol formation and containment of such activities to minimise cross-contamination is necessary.
55. Accidental spillages, especially of live organisms, must be dealt with quickly and safely. Validated decontamination measures should be available for each organism or groups of related organisms. Where different strains of single bacteria species or very similar viruses are involved, the decontamination process may be validated with one representative strain, unless there is reason to believe that they may vary significantly in their resistance to the agent(s) involved.

56. If obviously contaminated, such as by spills or aerosols, or if a potentially hazardous organism is involved, production and control materials, including paperwork, must be adequately disinfected, or the information transferred out by other means.
57. The methods used for sterilisation, disinfection, virus removal or inactivation should be validated²⁹.
58. In cases where a virus inactivation or removal process is performed during manufacture, measures should be taken to avoid the risk of recontamination of treated products by non-treated products.
59. For products that are inactivated by the addition of a reagent (e.g. micro-organisms in the course of vaccine manufacture) the process should ensure the complete inactivation of live organism. In addition to the thorough mixing of culture and inactivant, consideration should be given to contact of all product-contact surfaces exposed to live culture and, where required, the transfer to a second vessel.
60. A wide variety of equipment is used for chromatography. QRM principles should be used to devise the control strategy on matrices, the housings and associated equipment when used in campaign manufacture and in multi-product environments. The re-use of the same matrix at different stages of processing is discouraged. Acceptance criteria, operating conditions, regeneration methods, life span and sanitization or sterilization methods of columns should be defined.
61. Where ionising radiation is used in the manufacture of medicinal products, Annex 12 should be consulted for further guidance.
62. There should be a system to assure the integrity and closure of containers after filling where the final products or intermediates represent a special risk and procedures to deal with any leaks or spillages. Filling and packaging operations need to have procedures in place to maintain the product within any specified limits, e.g. time and/or temperature.
63. Activities in handling containers, which have live biological agents, must be performed in such a way to prevent the contamination of other products or egress of the live agents into the work environment or the external environment. This risk assessment should take into consideration the viability of such organisms and their biological classification.
64. Care should be taken in the preparation, printing, storage and application of labels, including any specific text for patient-specific products or signifying the use of genetic engineering of the contents on the primary container and secondary packaging. In the case of products used for autologous use, the unique patient identifier and the statement "for autologous use only" should be indicated on the immediate label.

²⁹ In the EEA, see CHMP guidance.

65. The compatibility of labels with ultra-low storage temperatures, where such temperatures are used, should be verified.
66. Where donor and/or animal health information becomes available after procurement, which affects product quality, it should be taken into account in recall procedures.

QUALITY CONTROL

67. In-process controls have a greater importance in ensuring the consistency of the quality of biological medicinal products than for conventional products. In-process control testing should be performed at appropriate stages of production to control those conditions that are important for the quality of the finished product.
68. Where intermediates can be stored for extended periods of time (days, weeks or longer), consideration should be given to the inclusion of final product batches made from materials held for their maximum in-process periods in the on-going stability programme.
69. Certain types of cells (e.g. autologous cells used in ATMPs) may be available in limited quantities and, where allowed in the MA or CTA, a modified testing and sample retention strategy may be developed and documented.
70. For cell-based ATMPs, sterility tests should be conducted on antibiotic-free cultures of cells or cell banks to provide evidence for absence of bacterial and fungal contamination and to be able to detect fastidious organisms where appropriate.
71. For products with a short shelf life, which need batch certification before completion of all end product quality control tests (e.g. sterility tests) a suitable control strategy must be in place. Such controls need to be built on enhanced understanding of product and process performance and take into account the controls and attributes of input materials. The exact and detailed description of the entire release procedure, including the responsibilities of the different personnel involved in assessment of production and analytical data is essential. A continuous assessment of the effectiveness of the quality assurance system must be in place including records kept in a manner which permit trend evaluation. Where end product tests are not possible due to their short shelf life, alternative methods of obtaining equivalent data to permit batch certification should be considered (e.g. rapid microbiological methods). The procedure for batch certification and release may be carried out in two or more stages - before and after full end process analytical test results are available:
 - a) Assessment by designated person(s) of batch processing records and results from environmental monitoring (where available) which should cover production conditions, all deviations from normal procedures and the available analytical results for review and conditional certification by the Responsible Person.

- b) Assessment of the final analytical tests and other information available before end product dispatch for final product certification by the Responsible Person.
- c) A procedure should be in place to describe the measures to be taken (including liaison with clinical staff) where out of specification test results are obtained after product dispatch. Such events should be fully investigated and the relevant corrective and preventative actions taken to prevent recurrence documented.

A procedure should describe those measures which will be taken by the Responsible Person if unsatisfactory test results are obtained after dispatch.

PART B. SPECIFIC GUIDANCE ON SELECTED PRODUCT TYPES

B1. ANIMAL SOURCED PRODUCTS

This guidance applies to animal materials which includes materials from establishments such as abattoirs. Since the supply chains can be extensive and complex, controls based on QRM principles need to be applied, see also requirements of appropriate pharmacopoeial monographs, including the need for specific tests at defined stages. Documentation to demonstrate the supply chain traceability³⁰ and clear roles of participants in the supply chain, typically including a sufficiently detailed and current process map, should be in place.

1. Monitoring programmes should be in place for animal disease that are of concern to human health. Organisations should take into account reports from trustworthy sources on national disease prevalence and control measures when compiling their assessment of risk and mitigation factors. Such organisations include the World Organisation for Animal Health (OIE, Office International des Epizooties³¹). This should be supplemented by information on health monitoring and control programme(s) at national and local levels, the latter to include the sources (e.g. farm or feedlot) from which the animals are drawn and the control measures in place during transport to the abattoirs.
2. Where abattoirs are used to source animal tissues, they should be shown to operate to stringent standards. Account should be taken of reports from national regulatory organisations³² which verify compliance with the requirements of food, safety, quality and veterinary and plant health legislation.
3. Control measures for the pharmaceutical raw materials at establishments such as abattoirs should include appropriate elements of Quality Management System to assure a satisfactory level of operator training, materials traceability, control and consistency. These measures may be drawn from sources outside PIC/S GMP but should be shown to provide equivalent levels of control.

³⁰ See PIC/S GMP Chapter 5.

³¹ http://www.oie.int/eng/en_index.htm

³² In the EEA, this is the Food and Veterinary Office http://ec.europa.eu/food/fvo/index_en.htm.

4. Control measures for materials should be in place which prevent interventions which may affect the quality of materials, or which at least provides evidence of such activities, during their progression through the manufacturing and supply chain. This includes the movement of material between sites of initial collection, partial and final purification(s), storage sites, hubs, consolidators and brokers. Details of such arrangements should be recorded within the traceability system and any breaches recorded, investigated and actions taken.
5. Regular audits of the raw material supplier should be undertaken which verify compliance with controls for materials at the different stages of manufacture. Issues must be investigated to a depth appropriate to their significance, for which full documentation should be available. Systems should also be in place to ensure that effective corrective and preventive actions are taken.
6. Cells, tissues and organs intended for the manufacture of xenogeneic cell-based medicinal products should be obtained only from animals that have been bred in captivity (barrier facility) specifically for this purpose and under no circumstances should cells, tissues and organs from wild animals or from abattoirs be used. Tissues of founder animals similarly should not be used. The health status of the animals should be monitored and documented.
7. For xenogeneic cell therapy products appropriate guidance in relation to procurement and testing of animal cells should be followed³³.

B2. ALLERGEN PRODUCTS

Materials may be manufactured by extraction from natural sources or manufactured by recombinant DNA technology.

1. Source materials should be described in sufficient detail to ensure consistency in their supply, e.g. common and scientific name, origin, nature, contaminant limits, method of collection. Those derived from animals should be from healthy sources. Appropriate biosecurity controls should be in place for colonies (e.g. mites, animals) used for the extraction of allergens. Allergen should be stored under defined conditions to minimise deterioration.
2. The production process steps including pre-treatment, extraction, filtration, dialysis, concentration or freeze-drying steps should be described in detail and validated.
3. The modification processes to manufacture modified allergen extracts (e.g. allergoids, conjugates) should be described. Intermediates in the manufacturing process should be identified and controlled.
4. Allergen extract mixtures should be prepared from individual extracts from single source materials. Each individual extract should be considered as one active substance.

³³ In the EEA, reference is made to the EMA Guideline document on xenogeneic cell-based medicinal products (EMA/CHMP/CPWP/83508/2009)

B.3 ANIMAL IMMUNOSERA PRODUCTS

1. Particular care should be exercised on the control of antigens of biological origin to assure their quality, consistency and freedom from adventitious agents. The preparation of materials used to immunise the source animals (e.g. antigens, hapten carriers, adjuvants, stabilising agents), the storage of such material immediately prior to immunisation should be in accordance with documented procedures.
2. The immunisation, test bleed and harvest bleed schedules should conform to those approved in the CTA or MA.
3. The manufacturing conditions for the preparation of antibody sub-fragments (e.g. Fab or F(ab')₂) and any further modifications must be in accordance with validated and approved parameters. Where such enzymes are made up of several components, their consistency should be assured.

B.4 VACCINES

1. Where eggs are used, the health status of all source flocks used in the production of eggs (whether specified pathogen free or healthy flocks) should be assured.
2. The integrity of containers used to store intermediate product and the hold times must be validated.
3. Vessels containing inactivated product should not be opened or sampled in areas containing live biological agents.
4. The sequence of addition of active ingredients, adjuvants and excipients during the formulation of an intermediate or final product must be in compliance with the manufacturing instructions or the batch record.
5. Where organisms with a higher biological safety level (e.g. pandemic vaccine strains) are to be used in manufacture or testing, appropriate containment arrangements must be in place. The approval of such arrangements should be obtained from the appropriate national authority(ies) and the approval documents be available for verification.

B.5 RECOMBINANT PRODUCTS

1. Process condition during cell growth, protein expression and purification must be maintained within validated parameters to assure a consistent product with a defined range of impurities that is within the capability of the process to reduce to acceptable levels. The type of cell used in production may require increased measures to be taken to assure freedom from viruses. For production involving multiple harvests, the period of continuous cultivation should be within specified limits.

2. The purification processes to remove unwanted host cell proteins, nucleic acids, carbohydrates, viruses and other impurities should be within defined validated limits.

B6. MONOCLONAL ANTIBODY PRODUCTS

1. Monoclonal antibodies may be manufactured from murine hybridomas, human hybridomas or by recombinant DNA technology. Control measures appropriate to the different source cells (including feeder cells if used) and materials used to establish the hybridoma / cell line should be in place to assure the safety and quality of the product. It should be verified that these are within approved limits. Freedom from viruses should be given particular emphasis. It should be noted that data originating from products generated by the same manufacturing technology platform may be acceptable to demonstrate suitability.
2. Criteria to be monitored at the end of a production cycle and for early termination of production cycle should be verified that these are within approved limits.
3. The manufacturing conditions for the preparation of antibody sub-fragments (e.g. Fab, F(ab')₂, scFv) and any further modifications (e.g. radio labelling, conjugation, chemical linking) must be in accordance with validated parameters.

B7. TRANSGENIC ANIMAL PRODUCTS

Consistency of starting material from a transgenic source is likely to be more problematic than is normally the case for non-transgenic biotechnology sources. Consequently, there is an increased requirement to demonstrate batch-to-batch consistency of product in all respects.

1. A range of species may be used to produce biological medicinal products, which may be expressed into body fluids (e.g. milk) for collection and purification. Animals should be clearly and uniquely identified and backup arrangements should be put in place in the event of loss of the primary marker.
2. The arrangements for housing and care of the animals should be defined such that they minimise the exposure of the animals to pathogenic and zoonotic agents. Appropriate measures to protect the external environment should be established. A health-monitoring programme should be established and all results documented, any incident should be investigated and its impact on the continuation of the animal and on previous batches of product should be determined. Care should be taken to ensure that any therapeutic products used to treat the animals do not contaminate the product.
3. The genealogy of the founder animals through to production animals must be documented. Since a transgenic line will be derived from a single genetic founder animal, materials from different transgenic lines should not be mixed.
4. The conditions under which the product is harvested should be in accordance with MA or CTA conditions. The harvest schedule and conditions under which

animals may be removed from production should be performed according to approved procedures and acceptance limits.

B8. TRANSGENIC PLANT PRODUCTS

Consistency of starting material from a transgenic source is likely to be more problematic than is normally the case for non-transgenic biotechnology sources. Consequently, there is an increased requirement to demonstrate batch-to-batch consistency of product in all respects.

1. Additional measures, over and above those given in Part A, may be required to prevent contamination of master and working transgenic banks by extraneous plant materials and relevant adventitious agents. The stability of the gene within defined generation numbers should be monitored.
2. Plants should be clearly and uniquely identified, the presence of key plant features, including health status, across the crop should be verified at defined intervals through the cultivation period to assure consistency of yield between crops.
3. Security arrangements for the protection of crops should be defined, wherever possible, such that they minimise the exposure to contamination by microbiological agents and cross-contamination with non-related plants. Measures should be in place to prevent materials such as pesticides and fertilisers from contaminating the product. A monitoring programme should be established and all results documented, any incident should be investigated and its impact on the continuation of the crop in the production programme should be determined.
4. Conditions under which plants may be removed from production should be defined. Acceptance limits should be set for materials (e.g. host proteins) that may interfere with the purification process. It should be verified that the results are within approved limits.
5. Environmental conditions (temperature, rain), which may affect the quality attributes and yield of the recombinant protein from time of planting, through cultivation to harvest and interim storage of harvested materials should be documented. The principles in documents such as 'Guideline on Good Agricultural and Collection Practice for Starting Materials of Herbal origin'³⁴ should be taken into account when drawing up such criteria.

B9. GENE THERAPY PRODUCTS³⁵

There are potentially 2 types of GT products (vectors and genetically modified cells) and both are within the scope of the guidance in this section. For cell based GT products, some aspects of guidance in section B10 may be applicable.

³⁴ EMA, WHO or equivalent

³⁵ In the EEA, Part IV (1) of Directive 2001/83/EC as revised in 2009 contains a definition of gene therapy (GT) medicinal products.

1. Since the cells used in the manufacture of gene therapy products are obtained either from humans (autologous or allogeneic) or animals (xenogeneic), there is a potential risk of contamination by adventitious agents. Special considerations must be applied to the segregation of autologous materials obtained from infected donors. The robustness of the control and test measures for such starting materials, cryoprotectants, culture media, cells and vectors should be based on QRM principles and in line with the MA or CTA. Established cell lines used for viral vector production and their control and test measures should similarly be based on QRM principles. Virus seed lots and cell banking systems should be used where relevant.
2. Factors such as the nature of the genetic material, type of (viral or non-viral) vector and type of cells have a bearing on the range of potential impurities, adventitious agents and cross-contaminations that should be taken into account as part of the development of an overall strategy to minimise risk. This strategy should be used as a basis for the design of the process, the manufacturing and storage facilities and equipment, cleaning and decontamination procedures, packaging, labelling and distribution.
3. The manufacture and testing of gene therapy medicinal products raises specific issues regarding the safety and quality of the final product and safety issues for recipients and staff. A risk based approach for operator, environment and patient safety and the implementation of controls based on the biological hazard class should be applied. Legislated local and, if applicable, international safety measures should be applied.
4. Personnel (including QC and maintenance staff) and material flows, including those for storage and testing (e.g. starting materials, in-process and final product samples and environmental monitoring samples), should be controlled on the basis of QRM principles, where possible utilising unidirectional flows. This should take into account movement between areas containing different genetically modified organisms and areas containing non-genetically-modified organisms.
5. Any special cleaning and decontamination methods required for the range of organisms being handled should be considered in the design of facilities and equipment. Where possible, the environmental monitoring programme should be supplemented by the inclusion of methods to detect the presence of the specific organisms being cultivated.
6. Where replication limited vectors are used, measures should be in place to prevent the introduction of wild-type viruses, which may lead to the formation of replication competent recombinant vectors.
7. An emergency plan for dealing with accidental release of viable organisms should be in place. This should address methods and procedures for containment, protection of operators, cleaning, decontamination and safe return to use. An assessment of impact on the immediate products and any others in the affected area should also be made.
8. Facilities for the manufacture of viral vectors should be separated from other areas by specific measures. The arrangements for separation should be demonstrated to be effective. Closed systems should be used wherever

possible, sample collection additions and transfers should prevent the release of viral material.

9. Concurrent manufacture of different viral gene therapy vectors in the same area is not acceptable. Concurrent production of non-viral vectors in the same area should be controlled on the basis of QRM principles. Changeover procedures between campaigns should be demonstrated to be effective.
10. A description of the production of vectors and genetically modified cells should be available in sufficient detail to ensure the traceability of the products from the starting material (plasmids, gene of interest and regulatory sequences, cell banks, and viral or non viral vector stock) to the finished product.
11. Shipment of products containing and/or consisting of GMO should conform to appropriate legislation.
12. The following considerations apply to the ex-vivo gene transfer to recipient cells:
 - (a) These should take place in facilities dedicated to such activities where appropriate containment arrangements exist.
 - (b) Measures (including considerations outlined under paragraph 10 in Part A) to minimise the potential for cross-contamination and mix-up between cells from different patients are required. This should include the use of validated cleaning procedures. The concurrent use of different viral vectors should be subject to controls based on QRM principles. Some viral vectors (e.g. Retro- or Lenti-viruses) cannot be used in the manufacturing process of genetically modified cells until they have been shown to be devoid of replication-competent contaminating vector.
 - (c) Traceability requirements must be maintained. There should be a clear definition of a batch, from cell source to final product container(s).
 - (d) For products that utilise non-biological means to deliver the gene, their physico-chemical properties should be documented and tested.

B.10 SOMATIC AND XENOGENEIC CELL THERAPY PRODUCTS AND TISSUE ENGINEERED PRODUCTS³⁶

For genetically modified cell based products that are not classified as GT products, some aspects of guidance in section B9 may be applicable.

1. Use should be made, where they are available, of authorised sources (i.e. licensed medicinal products or medical devices which have gone through a conformity assessment procedure³⁷) of additional substances (such as cellular products, bio-molecules, bio-materials, scaffolds, matrices).

³⁶ In the EEA, Annex I, Part IV (2) of Directive 2001/83/EC as amended in 2009 contains a definition of somatic cell therapy (SCT) medicinal products and the definition of a tissue engineered medicinal product is given in Article 2 of Regulation 1394/2007/EC.

³⁷ In the EU/EEA, these devices are marked "CE".

2. Where devices, including custom-made devices, are incorporated as part of the products:
 - (a) There should be written agreement between the manufacturer of the medicinal product and the manufacturer of the medical device, which should provide enough information on the medical device to avoid alteration of its properties during manufacturing of the ATMP. This should include the requirement to control changes proposed for the medical device.
 - (b) The technical agreement should also require the exchange of information on deviations in the manufacture of the medical device.
3. Since somatic cells are obtained either from humans (autologous or allogeneic) or animals (xenogeneic), there is a potential risk of contamination by adventitious agents. Special considerations must be applied to the segregation of autologous materials obtained from infected donors or related to cell pooling. The robustness of the control and test measures put in place for these source materials should be ensured. Animals from which tissues and cells are collected should be reared and processed according to the principles defined in the relevant guidelines³⁸.
4. Careful attention should be paid to specific requirements at any cryopreservation stages, e.g. the rate of temperature change during freezing or thawing. The type of storage chamber, placement and retrieval process should minimise the risk of cross-contamination, maintain the quality of the products and facilitate their accurate retrieval. Documented procedures should be in place for the secure handling and storage of products with positive serological markers.
5. Sterility tests should be conducted on antibiotic-free cultures of cells or cell banks to provide evidence for absence of bacterial and fungal contamination and consider the detection of fastidious organism.
6. Where relevant, a stability-monitoring programme should be in place together with reference and retain samples in sufficient quantity to permit further examination.

GLOSSARY TO ANNEX 2

Entries are only included where the terms are used in Annex 2 and require further explanation. Definitions which already exist in legislation are cross-referenced only.

Adjuvant. A chemical or biological substance that enhances the immune response against an antigen.

Advance Therapeutic Medicinal Products (ATMP). ATMP means any of the following medicinal products for human use: gene therapy medicinal products, somatic cell therapy medicinal products and tissue engineered medicinal products³⁹.

³⁸ In the EEA, see CHMP guidance.

³⁹ In the EEA, see Article 2(1) of Regulation EC 1394/2007.

Allergoids. Allergens which are chemically modified to reduce IgE reactivity.

Antigens. Substances (e.g. toxins, foreign proteins, bacteria, tissue cells) capable of inducing specific immune responses.

Antibody. Proteins produced by the B-lymphocytes that bind to specific antigens. Antibodies may be divided into 2 main types based on key differences in their method of manufacture:

Monoclonal antibodies (MAb) – homogenous antibody population obtained from a single clone of lymphocytes or by recombinant technology and which bind to a single epitope.

Polyclonal antibodies – derived from a range of lymphocyte clones, produced in human and animals in response to the epitopes on most 'non-self' molecules.

Area. A specific set of rooms within a building associated with the manufacturing of any one product or multiple products that has a common air handling unit.

Bioburden. The level and type (i.e. objectionable or not) of micro-organism present in raw materials, media, biological substances, intermediates or products. Regarded as contamination when the level and/or type exceed specifications.

Biological medicinal product. A biological medicinal product is a product, of which the active substance is a biological substance. A biological substance is a substance that is produced by or extracted from a biological source and that needs for its characterisation and the determination of its quality a combination of physico-chemical-biological testing, together with the production process and its control⁴⁰.

Biosafety level (BSL). The containment conditions required to safely handle organisms of different hazards ranging from BSL1 (lowest risk, unlikely to cause human disease) to BSL4 (highest risk, cause severe disease, likely to spread and no effective prophylaxis or treatment available).

Campaigned manufacture. The manufacture of a series of batches of the same product in sequence in a given period of time followed by strict adherence to accepted control measures before transfer to another product. The products are not run at the same time but may be run on the same equipment.

Closed system. Where a drug substance or product is not exposed to the immediate room environment during manufacture.

Contained use. An operation, in which genetically modified organisms are cultured, stored, used, transported, destroyed or disposed of and for which barriers (physical / chemical / biological) are used to limit their contact with the general population and the environment.

Deliberate release. The deliberate release into the environment of genetically modified organisms.

Ex-vivo. Where procedures are conducted on tissues or cells outside the living body and returned to the living body.

⁴⁰ In the EEA, see Annex 1 to 2001/83/EC – 3.2.1.1(b).

Feeder cells. Cells used in co-culture to maintain pluripotent stem cells. For human embryonic stem cell culture, typical feeder layers include mouse embryonic fibroblasts (MEFs) or human embryonic fibroblasts that have been treated to prevent them from dividing.

Fermenter. In case of (mammalian) cell lines the term fermenter should be understood as bioreactor.

Gene. A sequence of DNA that codes for one (or more) protein(s).

Gene transfer. A process to transfer a gene in cells, involving an expression system contained in a delivery system known as a vector, which can be of viral, as well as non-viral origin. After gene transfer, genetically modified cells are also termed *transduced cells*.

Genetically modified organism (GMO) – means an organism, with the exception of human beings, in which the genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination.

Hapten. A low molecular weight molecule that is not in itself antigenic unless conjugated to a ‘carrier’ molecule.

Hybridoma. An immortalised cell line that secrete desired (monoclonal) antibodies and are typically derived by fusing B-lymphocytes with tumour cells.

In-vivo. Procedures conducted in living organisms.

Look-back: documented procedure to trace biological medicinal substances or products which may be adversely affected by the use or incorporation of animal or human materials when either such materials fail release tests due to the presence of contaminating agent(s) or when conditions of concern become apparent in the source animal or human.

Master cell bank (MCB). An aliquot of a single pool of cells which generally has been prepared from the selected cell clone under defined conditions, dispensed into multiple containers and stored under defined conditions. The MCB is used to derive all working cell banks. **Master virus seed (MVS)** – as above, but in relation to viruses; **master transgenic bank** – as above but for transgenic plants or animals.

Monosepsis (axenic). A single organism in culture which is not contaminated with any other organism.

Multi-product facility. A facility that manufactures, either concurrently or in campaign mode, a range of different biological medicinal substances and products and within which equipment train(s) may or may not be dedicated to specific substances or products.

Plasmid. A plasmid is a piece of DNA usually present in a bacterial cell as a circular entity separated from the cell chromosome; it can be modified by molecular biology techniques, purified out of the bacterial cell and used to transfer its DNA to another cell.

Primary cell lot – a pool of primary cells minimally expanded to attain a sufficient number for a limited number of applications.

Responsible Person (RP). A person responsible for securing that each batch of (biological) active substance or medicinal product has been manufactured and checked in compliance with the laws in force and in accordance with the specifications and/or requirements of the marketing authorisation. The RP is equivalent to the EU term “Qualified Person”⁴¹.

Responsible Person (RP) for blood or tissue establishment. This term is equivalent to the EU term “Responsible Person”⁴².

Scaffold – a support, delivery vehicle or matrix that may provided structure for or facilitate the migration, binding or transport of cells and/or bioactive molecules.

Somatic cells. Cells, other than reproductive (germ line) cells, which make up the body of a human or animal. These cells may be autologous (from the patient), allogeneic (from another human being) or xenogeneic (from animals) somatic living cells, that have been manipulated or altered ex vivo, to be administered in humans to obtain a therapeutic, diagnostic or preventive effects.

Specified pathogen free (SPF) – animal materials (e.g. chickens, embryos or cell cultures) used for the production or quality control of biological medicinal products derived from groups (e.g. flocks or herds) of animals free from specified pathogens (SPF). Such flocks or herds are defined as animals sharing a common environment and having their own caretakers who have no contact with non-SPF groups.

Transgenic. An organism that contains a foreign gene in its normal genetic component for the expression of biological pharmaceutical materials.

Vector. An agent of transmission, which transmits genetic information from one cell or organism to another, e.g. plasmids, liposomes, viruses.

Viral vector. A vector derived from a virus and modified by means of molecular biology techniques in a way as to retain some, but not all, the parental virus genes; if the genes responsible for virus replication capacity are deleted, the vector is made replication-incompetent.

Working cell bank (WCB) – a homogeneous pool of micro-organisms or cells, that are distributed uniformly into a number of containers derived from a MCB that are stored in such a way to ensure stability and for use in production. **Working virus seed (WVS)** – as above but in relation to viruses, **working transgenic bank** – as above but for transgenic plants or animals.

Zoonosis. Animal diseases that can be transmitted to humans.

⁴¹ In the EEA, see Article 48 of Directive 2001/83/EC and Article 52 of Directive 2001/82/EC.

⁴² In the EEA, see Article 17 of Directive 2004/23/EC.

ANNEX 3

MANUFACTURE OF RADIOPHARMACEUTICALS

PRINCIPLE

The manufacture of radiopharmaceuticals should be undertaken in accordance with the principles of Good Manufacturing Practice for Medicinal Products Part I and II. This annex specifically addresses some of the practices, which may be specific for radiopharmaceuticals.

Note i. Preparation of radiopharmaceuticals in radiopharmacies (hospitals or certain pharmacies), using Generators and Kits with a marketing authorisation or a national licence, is not covered by this guideline, unless covered by national requirement.

Note ii. According to radiation protection regulations it should be ensured that any medical exposure is under the clinical responsibility of a practitioner. In diagnostic and therapeutic nuclear medicine practices a medical physics expert should be available.

Note iii. This annex is also applicable to radiopharmaceuticals used in clinical trials.

Note iv. Transport of radiopharmaceuticals is regulated by the International Atomic Energy Association (IAEA) and radiation protection requirements.

Note v. It is recognised that there are acceptable methods, other than those described in this annex, which are capable of achieving the principles of Quality Assurance. Other methods should be validated and provide a level of Quality Assurance at least equivalent to those set out in this annex.

INTRODUCTION

1. The manufacturing and handling of radiopharmaceuticals is potentially hazardous. The level of risk depends in particular upon the types of radiation, the energy of radiation and the half-lives of radioactive isotopes. Particular attention must be paid to the prevention of cross-contamination, to the retention of radionuclide contaminants, and to waste disposal.
2. Due to short shelf-life of their radionuclides, some radiopharmaceuticals may be released before completion of all quality control tests. In this case, the exact and detailed description of the whole release procedure including the responsibilities of the involved personnel and the continuous assessment of the effectiveness of the quality assurance system is essential.

3. This guideline is applicable to manufacturing procedures employed by industrial manufacturers, Nuclear Centres/Institutes and PET Centres for the production and quality control of the following types of products:
- Radiopharmaceuticals
 - Positron Emitting (PET) Radiopharmaceuticals
 - Radioactive Precursors for radiopharmaceutical production
 - Radionuclide Generators

Type of manufacture	Non - GMP *	GMP part II & I (Increasing) including relevant annexes			
Radiopharmaceuticals PET Radiopharmaceuticals Radioactive Precursors	<i>Reactor/Cyclotron Production</i>	<i>Chemical synthesis</i>	<i>Purification steps</i>	<i>Processing, formulation and dispensing</i>	<i>Aseptic or final sterilization</i>
Radionuclide Generators	<i>Reactor/Cyclotron Production</i>	<i>Processing</i>			

* *Target and transfer system from cyclotron to synthesis rig may be considered as the first step of active substance manufacture.*

4. The manufacturer of the final radiopharmaceutical should describe and justify the steps for manufacture of the active substance and the final medicinal product and which GMP (part I or II) applies for the specific process/manufacturing steps.
5. Preparation of radiopharmaceuticals involves adherence to regulations on radiation protection.
6. Radiopharmaceuticals to be administered parenterally should comply with sterility requirements for parenterals and, where relevant, aseptic working conditions for the manufacture of sterile medicinal products, which are covered in PIC/S GMP Guide, Annex 1.
7. Specifications and quality control testing procedures for the most commonly used radiopharmaceuticals are specified in the European (or other relevant) Pharmacopoeia or in the marketing authorisation.

Clinical Trials

8. Radiopharmaceuticals intended for use in clinical trials as investigational medicinal products should in addition be produced in accordance with the principles in PIC/S GMP Guide, Annex 13.

QUALITY ASSURANCE

9. Quality assurance is of even greater importance in the manufacture of radiopharmaceuticals because of their particular characteristics, low volumes and in some circumstances the need to administer the product before testing is complete.

10. As with all pharmaceuticals, the products must be well protected against contamination and cross-contamination. However, the environment and the operators must also be protected against radiation. This means that the role of an effective quality assurance system is of the utmost importance.
11. It is important that the data generated by the monitoring of premises and processes are rigorously recorded and evaluated as part of the release process.
12. The principles of qualification and validation should be applied to the manufacturing of radiopharmaceuticals and a risk management approach should be used to determine the extent of qualification/validation, focusing on a combination of Good Manufacturing Practice and Radiation Protection.

PERSONNEL

13. All manufacturing operations should be carried out under the responsibility of personnel with additional competence in radiation protection. Personnel involved in production, analytical control and release of radiopharmaceuticals should be appropriately trained in radiopharmaceutical specific aspects of the quality management system. The Authorised Person should have the overall responsibility for release of the products.
- 14.. All personnel (including those concerned with cleaning and maintenance) employed in areas where radioactive products are manufactured should receive additional training adapted to this class of products. .
15. Where production facilities are shared with research institutions, the research personnel must be adequately trained in GMP regulations and the QA function must review and approve the research activities to ensure that they do not pose any hazard to the manufacturing of radiopharmaceuticals.

PREMISES AND EQUIPMENT

General

16. Radioactive products should be manufactured in controlled (environmental and radioactive) areas. All manufacturing steps should take place in self-contained facilities dedicated to radiopharmaceuticals
17. Measures should be established and implemented to prevent cross-contamination from personnel, materials, radionuclides etc. Closed or contained equipment should be used whenever appropriate. Where open equipment is used, or equipment is opened, precautions should be taken to minimize the risk of contamination. The risk assessment should demonstrate that the environmental cleanliness level proposed is suitable for the type of product being manufactured.
18. Access to the manufacturing areas should be via a gowning area and should be restricted to authorised personnel.

19. Workstations and their environment should be monitored with respect to radioactivity, particulate and microbiological quality as established during performance qualification (PQ).
20. Preventive maintenance, calibration and qualification programmes should be operated to ensure that all facilities and equipment used in the manufacture of radiopharmaceutical are suitable and qualified. These activities should be carried out by competent personnel and records and logs should be maintained.
21. Precautions should be taken to avoid radioactive contamination within the facility. Appropriate controls should be in place to detect any radioactive contamination, either directly through the use of radiation detectors or indirectly through a swabbing routine.
22. Equipment should be constructed so that surfaces that come into contact with the product are not reactive, additive or absorptive so as to alter the quality of the radiopharmaceutical.
23. Re-circulation of air extracted from area where radioactive products are handled should be avoided unless justified. Air outlets should be designed to minimize environmental contamination by radioactive particles and gases and appropriate measures should be taken to protect the controlled areas from particulate and microbial contamination.
24. In order to contain radioactive particles, it may be necessary for the air pressure to be lower where products are exposed, compared with the surrounding areas. However, it is still necessary to protect the product from environmental contamination. This may be achieved by, for example, using barrier technology or airlocks, acting as pressure sinks.

Sterile production

25. Sterile radiopharmaceuticals may be divided into those, which are manufactured aseptically, and those, which are terminally sterilised. The facility should maintain the appropriate level of environmental cleanliness for the type of operation being performed. For manufacture of sterile products the working zone where products or containers may be exposed to the environment, the cleanliness requirements should comply with the requirements described in the PIC/S GMP Guide, Annex 1.
26. For manufacture of radiopharmaceuticals a risk assessment may be applied to determine the appropriate pressure differences, air flow direction and air quality.
27. In case of use of closed and automated systems (chemical synthesis, purification, on-line sterile filtration) a grade C environment (usually "Hot-cell") will be suitable. Hot-cells should meet a high degree of air cleanliness, with filtered feed air, when closed. Aseptic activities must be carried out in a grade A area.
28. Prior to the start of manufacturing, assembly of sterilised equipment and consumables (tubing, sterilised filters and sterile closed and sealed vials to a sealed fluid path) must be performed under aseptic conditions

DOCUMENTATION

29. All documents related to the manufacture of radiopharmaceuticals should be prepared, reviewed, approved and distributed according to written procedures.
30. Specifications should be established and documented for raw materials, labelling and packaging materials, critical intermediates and the finished radiopharmaceutical. Specifications should also be in place for any other critical items used in the manufacturing process, such as process aids, gaskets, sterile filtering kits, that could critically impact on quality.
31. Acceptance criteria should be established for the radiopharmaceutical including criteria for release and shelf life specifications (examples: chemical identity of the isotope, radioactive concentration, purity, and specific activity).
32. Records of major equipment use, cleaning, sanitisation or sterilisation and maintenance should show the product name and batch number, where appropriate, in addition to the date and time and signature for the persons involved in these activities.
33. Records should be retained for at least 3 years unless another timeframe is specified in national requirements.

PRODUCTION

34. Production of different radioactive products in the same working area (i.e. hot-cell, LAF unit), at the same time should be avoided in order to minimise the risk of cross-contamination or mix-up.
35. Special attention should be paid to validation including validation of computerised systems which should be carried out in accordance in compliance PIC/S GMP Guide, Annex 11. New manufacturing processes should be validated prospectively.
36. The critical parameters should normally be identified before or during validation and the ranges necessary for reproducible operation should be defined.
37. Integrity testing of the membrane filter should be performed for aseptically filled products, taking into account the need for radiation protection and maintenance of filter sterility.
38. Due to radiation exposure it is accepted that most of the labelling of the direct container, is done prior to manufacturing. Sterile empty closed vials may be labelled with partial information prior to filling providing that this procedure does not compromise sterility or prevent visual control of the filled vial.

QUALITY CONTROL

39. Some radiopharmaceuticals may have to be distributed and used on the basis of an assessment of batch documentation and before all chemical and microbiology tests have been completed.
Radiopharmaceutical product release may be carried out in two or more stages, before and after full analytical testing:
- a) Assessment by a designated person of batch processing records, which should cover production conditions and analytical testing performed thus far, before allowing transportation of the radiopharmaceutical under quarantine status to the clinical department.
 - b) Assessment of the final analytical data, ensuring all deviations from normal procedures are documented, justified and appropriately released prior to documented certification by the Authorised Person. Where certain test results are not available before use of the product, the Authorised Person should conditionally certify the product before it is used and should finally certify the product after all the test results are obtained.
40. Most radiopharmaceuticals are intended for use within a short time and the period of validity with regard to the radioactive shelf-life, must be clearly stated.
41. Radiopharmaceuticals having radionuclides with long half-lives should be tested to show, that they meet all relevant acceptance criteria before release and certification by the Authorised Person.
42. Before testing is performed samples can be stored to allow sufficient radioactivity decay. All tests including the sterility test should be performed as soon as possible.
43. A written procedure detailing the assessment of production and analytical data, which should be considered before the batch is dispatched, should be established.
44. Products that fail to meet acceptance criteria should be rejected. If the material is reprocessed, pre-established procedures should be followed and the finished product should meet acceptance criteria before release. Returned products may not be reprocessed and must be stored as radioactive waste.
45. A procedure should also describe the measures to be taken by Authorised Person if unsatisfactory test results (Out-of-Specification) are obtained after dispatch and before expiry. Such events should be investigated to include the relevant corrective and preventative actions taken to prevent future events.
This process must be documented.
46. Information should be given to the clinical responsible persons, if necessary. To facilitate this, a traceability system should be implemented for radiopharmaceuticals.
47. A system to verify the quality of starting materials should be in place. Supplier approval should include an evaluation that provides adequate assurance that

the material consistently meets specifications. The starting materials, packaging materials and critical process aids should be purchased from approved suppliers.

REFERENCE AND RETENTION SAMPLES

48. For radiopharmaceuticals sufficient samples of each batch of bulk formulated product should be retained for at least six months after expiry of the finished medicinal product unless otherwise justified through risk management.
49. Samples of starting materials, other than solvents gases or water used in the manufacturing process should be retained for at least two years after the release of the product. That period may be shortened if the period of stability of the material as indicated in the relevant specification is shorter.
50. Other conditions may be defined by agreement with the competent authority, for the sampling and retaining of starting materials and products manufactured individually or in small quantities or when their storage could raise special problems.

DISTRIBUTION

51. Distribution of the finished product under controlled conditions, before all appropriate test results are available, is acceptable for radiopharmaceuticals, providing the product is not administered by the receiving institute until satisfactory test results has been received and assessed by a designated person.

GLOSSARY

Preparation: handling and radiolabelling of kits with radionuclide eluted from generators or radioactive precursors within a hospital. Kits, generators and precursors should have a marketing authorisation or a national licence.

Manufacturing: production, quality control and release and delivery of radiopharmaceuticals from the active substance and starting materials.

Hot-cells: shielded workstations for manufacture and handling of radioactive materials. Hot-cells are not necessarily designed as an isolator.

Authorised person: Person recognised by the authority as having the necessary basic scientific and technical background and experience.

ANNEX 4

MANUFACTURE OF VETERINARY MEDICINAL PRODUCTS OTHER THAN IMMUNOLOGICALS

MANUFACTURE OF PREMIXES FOR MEDICATED FEEDING STUFFS

For the purposes of these paragraphs,

- *a medicated feeding stuff* is any mixture of a veterinary medicinal product or products and feed or feeds which is ready prepared for marketing and intended to be fed to animals without further processing because of its curative or preventative properties or other properties (e.g. medical diagnosis, restoration, correction or modification of physiological functions in animals):
 - *a pre-mix for medicated feeding stuffs* is any veterinary medicinal product prepared in advance with a view to the subsequent manufacture of medicated feeding stuffs.
1. The manufacture of premixes for medicated feeding stuffs requires the use of large quantities of vegetable matter which is likely to attract insects and rodents. Premises should be designed, equipped and operated to minimize this risk (point 3.4.) and should also be subject to a regular pest control programme.
 2. Because of the large volume of dust generated during the production of bulk material for premixes, specific attention should be given to the need to avoid cross contamination and facilitate cleaning (point 3.14), for example through the installation of sealed transport systems and dust extraction, whenever possible. The installation of such systems does not, however, eliminate the need for regular cleaning of production areas.
 3. Parts of the process likely to have a significant adverse influence on the stability of the active ingredients) (e.g. use of steam in pellet manufacture) should be carried out in an uniform manner from batch to batch.
 4. Consideration should be given to undertake the manufacture of premixes in dedicated areas which, if at all possible, do not form part of a main manufacturing plant. Alternatively, such dedicated areas should be surrounded by a buffer zone in order to minimize the risk of contamination of other manufacturing areas.

THE MANUFACTURE OF ECTOPARASITICIDES

5. In derogation from point 3.6, ectoparasiticides for external application to animals, which are veterinary medicinal products, and subject to marketing authorisation, may be produced and filled on a campaign basis in pesticide specific areas. However, other categories of veterinary medicinal products should not be produced in such areas.
6. Adequate validated cleaning procedures should be employed to prevent cross contamination, and steps should be taken to ensure the secure storage of the veterinary medicinal product in accordance with the guide.

THE MANUFACTURE OF VETERINARY MEDICINAL PRODUCTS CONTAINING PENICILLINS

7. The use of penicillins in veterinary medicine does not present the same risks of hypersensitivity in animals as in humans. Although incidents of hypersensitivity have been recorded in horses and dogs, there are other materials which are toxic to certain species, e.g. the ionophore antibiotics in horses. Although desirable, the requirements that such products be manufactured in dedicated, self-contained facilities (point 3.6) may be dispensed with in the case of facilities dedicated to the manufacture of veterinary medicinal products only. However, all necessary measures should be taken to avoid cross contamination and any risk to operator safety in accordance with the guide. In such circumstances, penicillin-containing products should be manufactured on a campaign basis and should be followed by appropriate, validated decontamination and cleaning procedures.

RETENTION OF SAMPLES (POINT 1.4. VIII AND POINT 6.14.)

8. It is recognized that because of the large volume of certain veterinary medicinal products in their final packaging, in particular premixes, it may not be feasible for manufacturers to retain samples from each batch in its final packaging. However, manufacturers should ensure that sufficient representative samples of each batch are retained and stored in accordance with the guide.
9. In all cases, the container used for storage should be composed of the same material as the market primary container in which the product is marketed.

STERILE VETERINARY MEDICINAL PRODUCTS

10. Where this has been accepted by the competent authorities, terminally sterilized veterinary medicinal products may be manufactured in a clean area of a lower grade than the grade required in the annex on "Sterile preparations", but at least in a grade D environment.

ANNEX 5

MANUFACTURE OF IMMUNOLOGICAL VETERINARY MEDICAL PRODUCTS

PRINCIPLE

The manufacture of immunological veterinary medicinal products has special characteristics which should be taken into consideration when implementing and assessing the quality assurance system.

Due to the large number of animal species and related pathogenic agents, the variety of products manufactured is very wide and the volume of manufacture is often low; hence, work on a campaign basis is common. Moreover, because of the very nature of this manufacture (cultivation steps, lack of terminal sterilization, etc.), the products must be particularly well protected against contamination and cross-contamination. The environment also must be protected especially when the manufacture involves the use of pathogenic or exotic biological agents and the worker must be particularly well protected when the manufacture involves the use of biological agents pathogenic to man.

These factors, together with the inherent variability of immunological veterinary medicinal products and the relative inefficiency in particular of final product quality control tests in providing adequate information about products, means that the role of the quality assurance system is of the utmost importance. The need to maintain control over all of the following aspects of GMP, as well as those outlined in this Guide, cannot be overemphasized. In particular, it is important that the data generated by the monitoring of the various aspects of GMP (equipment, premises, product etc.) are rigorously assessed and informed decisions, leading to appropriate action, are made and recorded.

PERSONNEL

1. All personnel (including those concerned with cleaning and maintenance) employed in areas where immunological products are manufactured should be given training in and information on hygiene and microbiology. They should receive additional training specific to the products with which they work.
2. Responsible personnel should be formally trained in some or all of the following fields: bacteriology, biology, biometry, chemistry, immunology, medicine, parasitology, pharmacy, pharmacology, virology and veterinary medicine and should also have an adequate knowledge of environmental protection measures.

3. Personnel should be protected against possible infection with the biological agents used in manufacture. In the case of biological agents known to cause disease in humans, adequate measures should be taken to prevent infection of personnel working with the agent or with experimental animals.

Where relevant, the personnel should be vaccinated and subject to medical examination.

4. Adequate measures should be taken to prevent biological agents being taken outside the manufacturing plant by personnel acting as a carrier. Dependent on the type of biological agent, such measures may include complete change of clothes and compulsory showering before leaving the production area.
5. For immunological products, the risk of contamination or cross-contamination by personnel is particularly important.

Prevention of contamination by personnel should be achieved by a set of measures and procedures to ensure that appropriate protective clothing is used during the different stages of the production process.

Prevention of cross-contamination by personnel involved in production should be achieved by a set of measures and procedures to ensure that they do not pass from one area to another unless they have taken appropriate measures to eliminate the risk of contamination. In the course of a working day, personnel should not pass from areas where contamination with live microorganisms is likely or where animals are housed to premises where other products or organisms are handled. If such a passage is unavoidable, clearly defined decontamination procedures, including change of clothing and shoes, and, where necessary, showering, should be followed by staff involved in any such production.

Personnel entering a contained area where organisms had not been handled in open circuit operations in the previous twelve hours to check on cultures in sealed, surface decontaminated flasks would not be regarded as being at risk of contamination, unless the organism involved was an exotic.

PREMISES

6. Premises should be designed in such a way as to control both the risk to the product and to the environment.

This can be achieved by the use of containment, clean, clean/contained or controlled areas.

7. Live biological agents should be handled in contained areas. The level of containment should depend on the pathogenicity of the microorganism and whether it has been classified as exotic.
8. Inactivated biological agents should be handled in clean areas. Clean areas should also be used when handling non-infected cells isolated from multicellular organisms and, in some cases, filtration-sterilized media.

9. Open circuit operations involving products or components not subsequently sterilized should be carried out within a laminar air flow work station (grade A) in a grade B area.
10. Other operations where live biological agents are handled (quality control, research and diagnostic services, etc.) should be appropriately, contained and separated if production operations are carried out in the same building. The level of containment should depend on the pathogenicity of the biological agent and whether they have been classified as exotic. Whenever diagnostic activities are carried out, there is the risk of introducing highly pathogenic organisms. Therefore, the level of containment should be adequate to cope with all such risks. Containment may also be required if quality control or other activities are carried out in buildings in close proximity to those used for production.
11. Containment premises should be easily disinfected and should have the following characteristics:
 - a) The absence of direct venting to the outside;
 - b) a ventilation with air at negative pressure. Air should be extracted through HEPA filters and not be recirculated except to the same area, and provided further HEPA filtration is used (normally this condition would be met by routing the recirculated air through the normal supply HEPAs for that area). However, recycling of air between areas may be permissible provided that it passes through two exhaust HEPAs, the first of which is continuously monitored for integrity, and there are adequate measures for safe venting of exhaust air should this filter fail;
 - c) air from manufacturing areas used for the handling of exotic organisms should be vented through 2 sets of HEPA filters in series, and that from production areas not recirculated;
 - d) a system for the collection and disinfection of liquid effluents including contaminated condensate from sterilizers, biogenerators, etc. Solid wastes, including animal carcasses, should be disinfected, sterilized or incinerated as appropriate. Contaminated filters should be removed using a safe method;
 - e) changing rooms designed and used as air locks, and equipped with washing and showering facilities if appropriate. Air pressure differentials should be such that there is no flow of air between the work area and the external environment or risk of contamination of outer clothing worn outside the area;
 - f) an air lock system for the passage of equipment, which is constructed so that there is no flow of contaminated air between the work area and the external environment or risk of contamination of equipment within the lock. The air lock should be of a size which enables the effective surface decontamination of materials being passed through it. Consideration should be given to having a timing device on the door interlock to allow sufficient time for the decontamination process to be effective.

- g) in many instances, a barrier double-door autoclave for the secure removal of waste materials and introduction of sterile items.
12. Equipment passes and changing rooms should have an interlock mechanism or other appropriate system to prevent the opening of more than one door at a time. Changing rooms should be supplied with air filtered to the same standard as that for the work area, and extracts to produce an adequate air circulation independent of that of the work area. Equipment passes should normally be ventilated in the same way, but unventilated passes, or those equipped with supply air only, may be acceptable.
13. Production operations such as cell maintenance, media preparation, virus culture, etc. likely to cause contamination should be performed in separate areas. Animals and animal products should be handled with appropriate precautions.
14. Production areas where biological agents particularly resistant to disinfection (e.g. spore-forming bacteria) are handled should be separated and dedicated to that particular purpose until the biological agents have been inactivated.
15. With the exception of blending and subsequent filling operations, one biological agent only should be handled at a time within an area.
16. Production areas should be designed to permit disinfection between campaigns, using validated methods.
17. Production of biological agents may take place in controlled areas provided it is carried out in totally enclosed and heat sterilized equipment, all connections being also heat sterilized after making and before breaking. It may be acceptable for connections to be made under local laminar air flow provided these are few in number and proper aseptic techniques are used and there is no risk of leakage. The sterilization parameters used before breaking the connections must be validated for the organisms being used. Different products may be placed in different biogenerators, within the same area, provided that there is no risk of accidental cross-contamination. However, organisms generally subject to special requirements for containment should be in areas dedicated to such products.
18. Animal houses where animals intended or used for production are accommodated, should be provided with the appropriate containment and/or clean area measures, and should be separate from other animal accommodation.
- Animal houses where animals used for quality control, involving the use of pathogenic biological agents, are accommodated, should be adequately contained.
19. Access to manufacturing areas should be restricted to authorized personnel. Clear and concise written procedures should be posted as appropriate.
20. Documentation relating to the premises should be readily available in a plant master file.

The manufacturing site and buildings should be described in sufficient detail (by means of plans and written explanations) so that the designation and conditions

of use of all the rooms are correctly identified as well as the biological agents which are handled in them. The flow of people and product should also be clearly marked.

The animal species accommodated in the animal houses or otherwise on the site should be identified.

The activities carried out in the vicinity of the site should also be indicated.

Plans of contained and/or clean area premises, should describe the ventilation system indicating inlets and outlets, filters and their specifications, the number of air changes per hour, and pressure gradients. They should indicate which pressure gradients are monitored by pressure indicator.

EQUIPMENT

21. The equipment used should be designed and constructed so that it meets the particular requirements for the manufacture of each product.

Before being put into operation the equipment should be qualified and validated and subsequently be regularly maintained and validated.

22. Where appropriate, the equipment should ensure satisfactory primary containment of the biological agents.

Where appropriate, the equipment should be designed and constructed as to allow easy and effective decontamination and/or sterilization.

23. Closed equipment used for the primary containment of the biological agents should be designed and constructed as to prevent any leakage or the formation of droplets and aerosols.

Inlets and outlets for gases should be protected so as to achieve adequate containment e.g. by the use of sterilizing hydrophobic filters.

The introduction or removal of material should take place using a sterilizable closed system, or possibly in an appropriate laminar air flow.

24. Equipment where necessary should be properly sterilized before use, preferably by pressurized dry steam. Other methods can be accepted if steam sterilization cannot be used because of the nature of the equipment. It is important not to overlook such individual items as bench centrifuges and water baths.

Equipment used for purification, separation or concentration should be sterilized or disinfected at least between use for different products. The effect of the sterilization methods on the effectiveness and validity of the equipment should be studied in order to determine the life span of the equipment.

All sterilization procedures should be validated.

25. Equipment should be designed so as to prevent any mix-up between different organisms or products. Pipes, valves and filters should be identified as to their function.

Separate incubators should be used for infected and non infected containers and also generally for different organisms or cells. Incubators containing more

that one organism or cell type will only be acceptable if adequate steps are taken to seal, surface decontaminate and segregate the containers. Culture vessels, etc. should be individually labelled. The cleaning and disinfection of the items can be particularly difficult and should receive special attention.

Equipment used for the storage of biological agents or products should be designed and used in such a manner as to prevent any possible mix-up. All stored items should be clearly and unambiguously labelled and in leak-proof containers. Items such as cells and organisms seed stock should be stored in dedicated equipment.

26. Relevant equipment, such as that requiring temperature control, should be fitted with recording and/or alarm systems.

To avoid breakdowns, a system of preventive maintenance, together with trend analyses of recorded data, should be implemented.

27. The loading of freeze driers requires an appropriate clean/contained area.

Unloading freeze driers contaminates the immediate environment. Therefore, for single-ended freeze driers, the clean room should be decontaminated before a further manufacturing batch is introduced into the area, unless this contains the same organisms, and double door freeze driers should be sterilized after each cycle unless opened in a clean area.

Sterilization of freeze driers should be done in accordance with item 23. In case of campaign working, they should at least be sterilized after each campaign.

ANIMALS AND ANIMAL HOUSES

28. ...

29. Animal houses should be separated from the other production premises and suitably designed.

30. The sanitary status of the animals used for production should be defined, monitored, and recorded. Some animals should be handled as defined in specific monographs (e.g. Specific Pathogens Free flocks).

31. Animals, biological agents, and tests carried out should be the subject of an identification system so as to prevent any risk of confusion and to control all possible hazards.

DISINFECTION - WASTE DISPOSAL

32. Disinfection and/or wastes and effluents disposal may be particularly important in the case of manufacture of immunological products. Careful consideration should therefore be given to procedures and equipment aiming at avoiding environmental contamination as well as to their validation and qualification.

PRODUCTION

33. Because of the wide variety of products, the frequently large number of stages involved in the manufacture of immunological veterinary medicinal products and the nature of the biological processes, careful attention must be paid to adherence to validated operating procedures, to the constant monitoring of production at all stages and to in-process controls.

Additionally, special consideration should be given to starting materials, media and the use of a seed lot system.

STARTING MATERIALS

34. The suitability of starting materials should be clearly defined in written specifications. These should include details of the supplier, the method of manufacture, the geographical origin and the animal species from which the materials are derived. The controls to be applied to starting materials must be included. Microbiological controls are particularly important.
35. The results of tests on starting materials must comply with the specifications. Where the tests take a long time (e.g. eggs from SPF flocks) it may be necessary to process starting materials before the results of analytical controls are available. In such cases, the release of a finished product is conditional upon satisfactory results of the tests on starting materials.
36. Special attention should be paid to a knowledge of the supplier's quality assurance system in assessing the suitability of a source and the extent of quality control testing required.
37. Where possible, heat is the preferred method for sterilizing starting materials. If necessary, other validated methods, such as irradiation, may be used.

Media

38. The ability of media to support the desired growth should be properly validated in advance.
39. Media should preferably be sterilized in situ or in line. Heat is the preferred method. Gases, media, acids, alkalis, defoaming agents and other materials introduced into sterile biogenerators should themselves be sterile.

Seed lot and cell bank system

40. In order to prevent the unwanted drift of properties which might ensue from repeated subcultures or multiple generations, the production of immunological veterinary medicinal products obtained by microbial, cell or tissue culture, or propagation in embryos and animals, should be based on a system of seed lots and/or cell banks.

41. The number of generations (doublings, passages) between the seed lot or cell bank and the finished product should be consistent with the dossier of authorisation for marketing.
42. Seed lots and cell banks should be adequately characterized and tested for contaminants. Acceptance criteria for new seed lots should be established. Seed lots and cell banks should be established, stored and used in such a way as to minimize the risks of contamination, or any alteration. During the establishment of the seed lot and cell bank, no other living or infectious material (e.g. virus or cell lines) should be handled simultaneously in the same area or by the same person.
43. Establishment of the seed lot and cell bank should be performed in a suitable environment to protect the seed lot and the cell bank and, if applicable, the personnel handling it and the external environment.
44. The origin, form and storage conditions of seed material should be described in full. Evidence of the stability and recovery of the seeds and banks should be provided. Storage containers should be hermetically sealed, clearly labelled and stored at an appropriate temperature. Storage conditions should be properly monitored. An inventory should be kept and each container accounted for.
45. Only authorized personnel should be allowed to handle the material and this handling should be done under the supervision of a responsible person. Different seed lots or cell banks should be stored in such a way to avoid confusion or cross-contamination errors. It is desirable to split the seed lots and cell banks and to store the parts at different locations so as to minimize the risk of total loss.

Operating principles

46. The formation of droplets and the production of foam should be avoided or minimized during manufacturing processes. centrifugation and blending procedures which can lead to droplet formation should be carried out in appropriate contained or clean/contained areas to prevent transfer of live organisms.
47. Accidental spillages, especially of live organisms, must be dealt with quickly and safely. Validated decontamination measures should be available for each organism. Where different strains of single bacteria species or very similar viruses are involved, the process need be validated against only one of them, unless there is reason to believe that they may vary significantly in their resistance to the agent(s) involved.
48. Operations involving the transfer of materials such as sterile media, cultures or product should be carried out in pre-sterilized closed systems wherever possible. Where this is not possible, transfer operations must be protected by laminar airflow work stations.
49. Addition of media or cultures to biogenerators and other vessels should be carried out under carefully controlled conditions to ensure that contamination is not introduced. Care must be taken to ensure that vessels are correctly connected when addition of cultures takes place.

50. When necessary, for instance when two or more fermentors are within a single area, sampling and addition ports, and connectors (after connection, before the flow of product, and again before disconnection) should be sterilized with steam. In other circumstances, chemical disinfection of ports and laminar air flow protection of connections may be acceptable.
51. Equipment, glassware, the external surfaces of product containers and other such materials must be disinfected before transfer from a contained area using a validated method (see 47 above). Batch documentation can be a particular problem. Only the absolute minimum required to allow operations to GMP standards should enter and leave the area. If obviously contaminated, such as by spills or aerosols, or if the organism involved is an exotic, the paperwork must be adequately disinfected through an equipment pass, or the information transferred out by such means as photocopy or fax.
52. Liquid or solid wastes such as the debris after harvesting eggs, disposable culture bottles, unwanted cultures or biological agents, are best sterilized or disinfected before transfer from a contained area. However, alternatives such as sealed containers or piping may be appropriate in some cases.
53. Articles and materials, including documentation, entering a production room should be carefully controlled to ensure that only materials concerned with production are introduced. There should be a system which ensures that materials entering a room are reconciled with those leaving so that accumulation of materials within the room does not occur.
54. Heat stable articles and materials entering a clean area or clean/contained area should do so through a double-ended autoclave or oven. Heat labile articles and materials should enter through an airlock with interlocked doors where they are disinfected. Sterilization of articles and materials elsewhere is acceptable provided that they are double wrapped and enter through an airlock with the appropriate precautions.
55. Precautions must be taken to avoid contamination or confusion during incubation. There should be a cleaning and disinfection procedure for incubators. Containers in incubators should be carefully and clearly labelled.
56. With the exception of blending and subsequent filling operations (or when totally enclosed systems are used) only one live biological agent may be handled within a production room at any given time. Production rooms must be effectively disinfected between the handling of different live biological agents.
57. Products should be inactivated by the addition of inactivant accompanied by sufficient agitation. The mixture should then be transferred to a second sterile vessel, unless the container is of such a size and shape as to be easily inverted and shaken so as to wet all internal surfaces with the final culture/ inactivant mixture.
58. Vessels containing inactivated product should not be opened or sampled in areas containing live biological agents. All subsequent processing of inactivated products should take place in clean areas grade A-B or enclosed equipment dedicated to inactivated products.

59. Careful consideration should be given to the validation of methods for sterilization, disinfection, virus removal and inactivation.
60. Filling should be carried out as soon as possible following production. Containers of bulk product prior to filling should be sealed, appropriately labelled and stored under specified conditions of temperature.
61. There should be a system to assure the integrity and closure of containers after filling.
62. The capping of vials containing live biological agents must be performed in such a way that ensures that contamination of other products or escape of the live agents into other areas or the external environment does not occur.
63. For various reasons there may be a delay between the filling of final containers and their labelling and packaging. Procedures should be specified for the storage of unlabelled containers in order to prevent confusion and to ensure satisfactory storage conditions. Special attention should be paid to the storage of heat labile or photosensitive products. Storage temperatures should be specified.
64. For each stage of production, the yield of product should be reconciled with that expected from that process. Any significant discrepancies should be investigated.

QUALITY CONTROL

65. In-process controls play a specially important role in ensuring the consistency of the quality of biological medicinal products. Those controls which are crucial for the quality (e.g. virus removal) but which cannot be carried out on the finished product, should be performed at an appropriate stage of production.
66. It may be necessary to retain samples of intermediate products in sufficient amount and under appropriate storage conditions to allow repetition or confirmation of a batch control.
67. There may be a requirement for the continuous monitoring of data during a production process, for example monitoring of physical parameters during fermentation.
68. Continuous culture of biological products is a common practice and special consideration needs to be given to the quality control requirements arising from this type of production method.

ANNEX 6

MANUFACTURE OF MEDICINAL GASES

PRINCIPLE

This Annex deals with the manufacture of active substance gases and the manufacture of medicinal gases.

The delineation between the manufacture of the active substance and the manufacture of the medicinal product should be clearly defined in each Marketing Authorisation dossier. Normally, the production and purification steps of the gas belong to the field of manufacture of active substances. Gases enter the pharmaceutical field from the first storage of gas intended for such use.

Manufacture of active substance gases should comply with the Basic Requirements of this Guide (Part II), with the relevant part of this Annex, and with the other Annexes of the Guide if relevant.

Manufacture of medicinal gases should comply with the basic requirements of this Guide (Part I), with the relevant part of this Annex and with the other Annexes of the Guide if relevant.

In the exceptional cases of continuous processes where no intermediate storage of gas between the manufacture of the active substance and the manufacture of the medicinal product is possible, the whole process (from starting materials of active substance to medicinal finished product) should be considered as belonging to the pharmaceutical field. This should be clearly stated in the Marketing Authorisation dossier.

The Annex does not cover the manufacture and handling of medicinal gases in hospitals unless this is considered industrial preparation or manufacturing. However, relevant parts of this Annex may be used as a basis for such activities.

Manufacture of active substance gases

Active substance gases can be prepared by chemical synthesis or be obtained from natural sources followed by purification steps, if necessary (as for example in an air separation plant).

1. The processes corresponding to these two methods of manufacturing active substance gases should comply with Part II of the Basic Requirements. However:
 - (a) the requirements regarding starting materials for active substances (Part II, Chapter 7) do not apply to the production of active substance gases by air separation (however, the manufacturer should ensure that the quality of

ambient air is suitable for the established process and any changes in the quality of ambient air do not affect the quality of the active substance gas);

- (b) the requirements regarding on-going stability studies (Part II, Chapter 11.5), which are used to confirm storage conditions and expiry/retest dates (Part II, Chapter 11.6), do not apply in case initial stability studies have been replaced by bibliographic data; and
 - (c) the requirements regarding reserve/retention samples (Part II, Chapter 11.7) do not apply to active substance gases, unless otherwise specified.
2. The production of active substance gases through a continuous process (e.g. air separation) should be continuously monitored for quality. The results of this monitoring should be kept in a manner permitting trend evaluation.
3. In addition:
- (a) transfers and deliveries of active substance gases in bulk should comply with the same requirements as those mentioned below for the medicinal gases (sections 19 to 21 of this Annex);
 - (b) filling of active substance gases into cylinders or into mobile cryogenic vessels should comply with the same requirements as those mentioned below for the medicinal gases (sections 22 to 37 of this Annex) as well as Part II Chapter 9.

Manufacture of medicinal gases

Manufacture of medicinal gases is generally carried out in closed equipment. Consequently, environmental contamination of the product is minimal. However, risks of contamination (or cross contamination with other gases) may arise, in particular because of the reuse of containers.

4. Requirements applying to cylinders should also apply to cylinders bundles (except storage and transportation under cover).

PERSONNEL

5. All personnel involved in the manufacture and distribution of medicinal gases should receive an appropriate GMP training applying to this type of products. They should be aware of the critically important aspects and potential hazards for patients from these products.
6. Personnel of subcontractors that could influence the quality of medicinal gases (such as personnel in charge of maintenance of cylinders or valves) should be appropriately trained.

PREMISES AND EQUIPMENT

Premises

7. Cylinders and mobile cryogenic vessels should be checked, prepared, filled and stored in a separate area from non-medicinal gases, and there should be no exchange of cylinders/mobile cryogenic vessels between these areas. However, it could be accepted to check, prepare, fill and store other gases in the same areas, provided they comply with the specifications of medicinal gases and that the manufacturing operations are performed according to GMP standards.
8. Premises should provide sufficient space for manufacturing, testing and storage operations to avoid the risk of mix-up. Premises should be designated to provide:
 - a) separate marked areas for different gases;
 - b) clear identification and segregation of cylinders/mobile cryogenic vessels at various stages of processing (e.g. "waiting checking", "awaiting filling", "quarantine", "certified", "rejected", "prepared deliveries").

The method used to achieve these various levels of segregation will depend on the nature, extent and complexity of the overall operation. Marked-out floor areas, partitions, barriers, signs, labels or other appropriate means could be used.

9. Empty cylinders/home cryogenic vessels after sorting or maintenance, and filled cylinders/home cryogenic vessels should be stored under cover, protected from adverse weather conditions. Filled cylinders/mobile cryogenic vessels should be stored in a manner that ensures that they will be delivered in a clean state, compatible with the environment in which they will be used.
10. Specific storage conditions should be provided as required by the Marketing Authorisation (e.g. for gas mixtures where phase separation occurs on freezing).

Equipment

11. Equipment should be designed to ensure the correct gas is filled into the correct container. There should normally be no cross connections between pipelines carrying different gases. If cross connections are needed (e.g. filling equipment of mixtures), qualification should ensure that there is no risk of cross contamination between the different gases. In addition, the manifolds should be equipped with specific connections. These connections may be subject to international or national standards. The use of connections meeting different standards at the same filling site should be carefully controlled, as well as the use of adaptors needed in some situations to bypass the specific fill connection systems.
12. Tanks and tankers should be dedicated to a single and defined quality of gas. However, medicinal gases may be stored or transported in the same tanks,

other containers used for intermediate storage, or tankers, as the same non-medicinal gas, provided that the quality of the latter is at least equal to the quality of the medicinal gas and that GMP standards are maintained. In such cases, quality risk management should be performed and documented.

13. A common system supplying gas to medicinal and non-medicinal gas manifolds is only acceptable if there is a validated method to prevent backflow from the non-medicinal gas line to the medicinal gas line.
14. Filling manifolds should be dedicated to a single medicinal gas or to a given mixture of medicinal gases. In exceptional cases, filling gases used for other medical purposes on manifolds dedicated to medicinal gases may be acceptable if justified and performed under control. In these cases, the quality of the non-medicinal gas should be at least equal to the required quality of the medicinal gas and GMP standards should be maintained. Filling should then be carried out by campaigns.
15. Repair and maintenance operations (including cleaning and purging) of equipment, should not adversely affect the quality of the medicinal gases. In particular, procedures should describe the measures to be taken after repair and maintenance operations involving breaches of the system's integrity. Specifically it should be demonstrated that the equipment is free from any contamination that may adversely affect the quality of the finished product before releasing it for use. Records should be maintained.
16. A procedure should describe the measures to be taken when a tanker is back into medicinal gas service (after transporting non-medicinal gas in the conditions mentioned in section 12, or after a maintenance operation). This should include analytical testing.

DOCUMENTATION

17. Data included in the records for each batch of cylinders / mobile cryogenic vessels must ensure that each filled cylinder is traceable to significant aspects of the relevant filling operations. As appropriate, the following should be entered:
 - a) the name of the product;
 - b) batch number;
 - c) the date and the time of the filling operations;
 - d) identification of the person(s) carrying out each significant step (e.g. line clearance, receipt, preparation before filling, filling etc.);
 - e) batch(es) reference(s) for the gas(es) used for the filling operation as referred to in section 22, including status;
 - f) equipment used (e.g. filling manifold);
 - g) quantity of cylinders/mobile cryogenic vessels before filling, including individual identification references and water capacity(ies);
 - h) pre-filling operations performed (see section 30);

- i) key parameters that are needed to ensure correct fill at standard conditions;
 - j) results of appropriate checks to ensure the containers have been filled;
 - k) a sample of the batch label;
 - l) specification of the finished product and results of quality control tests (including reference to the calibration status of the test equipment);
 - m) quantity of rejected cylinders/mobile cryogenic vessels, with individual identification references and reasons for rejections;
 - n) details of any problems or unusual events, and signed authorisation for any deviation from filling instructions; and
 - o) certification statement by the Authorised Person, date and signature.
18. Records should be maintained for each batch of gas intended to be delivered into hospital tanks. These records should, as appropriate, include the following (items to be recorded may vary depending on local legislation):
- a) name of the product;
 - b) batch number;
 - c) identification reference for the tank (tanker) in which the batch is certified;
 - d) date and time of the filling operation;
 - e) identification of the person(s) carrying out the filling of the tank (tanker);
 - f) reference to the supplying tanker (tank), reference to the source gas as applicable;
 - g) relevant details concerning the filling operation;
 - h) specification of the finished product and results of quality control tests (including reference to the calibration status of the test equipment);
 - i) details of any problems or unusual events, and signed authorisation for any deviation from filling instructions; and
 - j) certification statement by the Authorised Person, date and signature.

PRODUCTION

Transfers and deliveries of cryogenic and liquefied gas

19. The transfers of cryogenic or liquefied gases from primary storage, including controls before transfers, should be in accordance with validated procedures designed to avoid any contamination. Transfer lines should be equipped with non-return valves or other suitable alternatives. Flexible connections, and coupling hoses and connectors should be flushed with the relevant gas before use.
20. The transfer hoses used to fill tanks and tankers should be equipped with product-specific connections. The use of adaptors allowing the connection of

tanks and tankers not dedicated to the same gases should be adequately controlled.

21. Deliveries of gas may be added to tanks containing the same quality of gas provided that a sample is tested to ensure that the quality of the delivered gas is acceptable. This sample may be taken from the gas to be delivered or from the receiving tank after delivery.

Note: See specific arrangements in section 42 for filling of tanks retained by customers at the customer's premises.

Filling and labelling of cylinders and mobile cryogenic vessels

22. Before filling cylinders and mobile cryogenic vessels, a batch (batches) of gas(es) should be determined, controlled according to specifications and approved for filling.
23. In the case of continuous processes as those mentioned in 'Principle', there should be adequate in-process controls to ensure that the gas complies with specifications.
24. Cylinders, mobile cryogenic vessels and valves should conform to appropriate technical specifications and any relevant requirements of the Marketing Authorisation. They should be dedicated to a single medicinal gas or to a given mixture of medicinal gases. Cylinders should be colour-coded according to relevant standards. They should preferably be fitted with minimum pressure retention valves with non-return mechanism in order to get adequate protection against contamination.
25. Cylinders, mobile cryogenic vessels and valves should be checked before first use in production, and should be properly maintained. Where medical devices have gone through a conformity assessment procedure¹, the maintenance should address the medical device manufacturer's instructions.
26. Checks and maintenance operations should not affect the quality and the safety of the medicinal product. The water used for the hydrostatic pressure testing carried out on cylinders should be at least of drinking quality.
27. As part of the checks and maintenance operations, cylinders should be subject to an internal visual inspection before fitting the valve, to make sure they are not contaminated with water or other contaminants. This should be done:
 - when they are new and initially put into medicinal gas service;
 - following any hydrostatic statutory pressure test or equivalent test where the valve is removed;
 - whenever the valve is replaced.

After fitting, the valve should be kept closed to prevent any contamination from entering the cylinder. If there is any doubt about the internal condition of the

¹ In the EU/EEA, these devices are marked «CE».

- cylinder, the valve should be removed and the cylinder internally inspected to ensure it has not been contaminated.
28. Maintenance and repair operations of cylinders, mobile cryogenic vessels and valves are the responsibility of the manufacturer of the medicinal product. If subcontracted, they should only be carried out by approved subcontractors, and contracts including technical agreements should be established. Subcontractors should be audited to ensure that appropriate standards are maintained.
29. There should be a system in place to ensure traceability of cylinders, mobile cryogenic vessels and valves.
30. Checks to be performed before filling should include:
- a) in the case of cylinders, a check, carried out according to defined procedure, to ensure there is a positive residual pressure in each cylinder;
 - if the cylinder is fitted with a minimum pressure retention valve, when there is no signal indicating there is a positive residual pressure, the correct functioning of the valve should be checked, and if the valve is shown not to function properly the cylinder should be sent to maintenance,
 - if the cylinder is not fitted with a minimum pressure retention valve, when there is no positive residual pressure the cylinder should be put aside for additional measures, to make sure it is not contaminated with water or other contaminants; additional measures could consist of internal visual inspection followed by cleaning using a validated method;
 - b) a check to ensure that all previous batch labels have been removed;
 - c) a check that any damaged product labels have been removed and replaced;
 - d) a visual external inspection of each cylinder, mobile cryogenic vessel and valve for dents, arc burns, debris, other damage and contamination with oil or grease; cleaning should be done if necessary;
 - e) a check of each cylinder or mobile cryogenic vessel outlet connection to determine that it is the proper type for the particular gas involved;
 - f) a check of the date of the next test to be performed on the valve (in the case of valves that need to be periodically tested);
 - g) a check of the cylinders or mobile cryogenic vessels to ensure that any tests required by national or international regulations (e.g. hydrostatic pressure test or equivalent for cylinders) have been conducted and still is valid; and
 - h) a check to determine that each container is colour-coded as specified in the Marketing Authorisation (colour-coding of the relevant national / international standards).
31. A batch should be defined for filling operations.

32. Cylinders which have been returned for refilling should be prepared with care in order to minimise risks for contamination in line with the procedures defined in the Marketing Authorisation. These procedures, which should include evacuation and/or purging operations, should be validated.

Note: For compressed gases a maximum theoretical impurity of 500 ppm v/v should be obtained for a filling pressure of 200 bar at 15°C (and equivalent for other filling pressures).

33. Mobile cryogenic vessels that have been returned for refilling should be prepared with care in order to minimise the risks of contamination, in line with the procedures defined in the Marketing Authorisation. In particular, mobile vessels with no residual pressure should be prepared using a validated method.
34. There should be appropriate checks to ensure that each cylinder/mobile cryogenic vessel has been properly filled.
35. Each filled cylinder should be tested for leaks using an appropriate method, prior to fitting the tamperevident seal or device (see section 36). The test method should not introduce any contaminant into the valve outlet and, if applicable, should be performed after any quality sample is taken.
36. After filling, cylinders valves should be fitted with covers to protect the outlets from contamination. Cylinders and mobile cryogenic vessels should be fitted with tamper-evident seals or devices.
37. Each cylinder or mobile cryogenic vessel should be labelled. The batch number and the expiry date may be on a separate label.
38. In the case of medicinal gases produced by mixing two or more different gases (in-line before filling or directly into the cylinders); the mixing process should be validated to ensure that the gases are properly mixed in every cylinder and that the mixture is homogeneous.

QUALITY CONTROL

39. Each batch of medicinal gas (cylinders, mobile cryogenic vessels, hospital tanks) should be tested in accordance with the requirements of the Marketing Authorisation and certified.
40. Unless different provisions are required in the Marketing Authorisation, the sampling plan and the analysis to be performed should comply, in the case of cylinders with the following requirements.
- a) In the case of a single medicinal gas filled via a multi-cylinder manifold, the gas from at least one cylinder from each manifold filling cycle should be tested for identity and assay each time the cylinders are changed on the manifold.

- b) In the case of a single medicinal gas filled put into cylinders one at a time, the gas from at least one cylinder of each uninterrupted filling cycle should be tested for identity and assay. An example of an uninterrupted filling cycle is one shift's production using the same personnel, equipment, and batch of gas to be filled.
- c) In the case of a medicinal gas produced by mixing two or more gases in a cylinder from the same manifold, the gas from every cylinder should be tested for assay and identity of each component gas. For excipients, if any, testing on identity could be performed on one cylinder per manifold filling cycle (or per uninterrupted filling cycle in case of cylinders filled one at a time). Fewer cylinders may be tested in case of validated automated filling system.
- d) Premixed gases should follow the same principles as single gases when continuous in-line testing of the mixture to be filled is performed.

Premixed gases should follow the same principle as medicinal gases produced by mixing gases in the cylinders when there is no continuous in-line testing of the mixture to be filled.

Testing for water content should be performed unless otherwise justified.

Other sampling and testing procedures that provide at least equivalent level of quality assurance may be justified

- 41. Unless different provisions are required in the Marketing Authorisation, final testing on mobile cryogenic vessels should include a test for assay and identity on each vessel. Testing by batches should only be carried out if it has been demonstrated that the critical attributes of the gas remaining in each vessel before refilling have been maintained.
- 42. Cryogenic vessels retained by customers (hospital tanks or home cryogenic vessels), which are refilled in place from dedicated tankers do not need to be sampled after filling, provided that a certificate of analysis on the contents of the tanker accompanies the delivery. However, it should be demonstrated that the specification of the gas in the vessels is maintained over the successive refillings.
- 43. Reference and retention samples are not required, unless otherwise specified.
- 44. On-going stability studies are not required in case initial stability studies have been replaced by bibliographic data.

TRANSPORTATION OF PACKAGED GASES

- 45. Filled gas cylinders and home cryogenic vessels should be protected during transportation so that, in particular, they are delivered to customers in a clean state compatible with the environment in which they will be used.

GLOSSARY

Definition of terms relating to manufacture of medicinal gases, which are not given in the glossary of the current PIC/S Guide to GMP, but which are used in this Annex are given below.

Active substance gas

Any gas intended to be an active substance for a medicinal product.

Air separation

Separation of atmospheric air into its constituent gases using fractional distillation at cryogenic temperatures.

Compressed gas

Gas which, when packaged under pressure is entirely gaseous at all temperatures above -50°C .

Container

A container is a cryogenic vessel, (tank, tanker or other type of mobile cryogenic vessel), a cylinder, a cylinder bundle or any other package that is in direct contact with the gas.

Cryogenic gas

Gas which liquefies at 1.013 bar at temperatures below -150°C .

Cylinder

Container usually cylindrical suited for compressed, liquefied or dissolved gas, fitted with a device to regulate the spontaneous outflow of gas at atmospheric pressure and room temperature.

Cylinder bundle

An assembly of cylinders, which are fastened together interconnected by a manifold, transported and used as a unit.

Evacuate

To remove the residual gas from a container / system to a pressure less than 1.013 bar using a vacuum system.

Gas

Any substance that is completely gaseous at 1.013 bar and $+20^{\circ}\text{C}$ or has a vapour pressure exceeding 3 bar at $+50^{\circ}\text{C}$.

Home cryogenic vessel

Mobile cryogenic vessel designed to hold liquid oxygen and dispense gaseous oxygen at patients' home.

Hydrostatic pressure test

Test performed as required by national or international regulations in order to ensure that pressure containers are able to withstand pressures up to the container's design pressure.

Liquefied gas

A gas which, when packaged for transport, is partially liquid (or solid) at a temperature above -50°C .

Manifold

Equipment or apparatus designed to enable one or more gas containers to be emptied and filled at the same time.

Maximum theoretical residual impurity

Gaseous impurity coming from a possible backflow that remains after the cylinders pre-treatment before filling. The calculation of the maximum theoretical residual impurity is only relevant for compressed gases and supposes that these gases act as perfect gases.

Medicinal gas

Any gas or mixture of gases classified as a medicinal product.

Minimum pressure retention valve

A cylinder valve, which maintains a positive pressure above atmospheric pressure in a gas cylinder after use, in order to prevent internal contamination of the cylinder.

Mobile cryogenic vessel

Mobile thermally insulated container designed to maintain the contents in a liquid state. In the Annex, this term does not include the tankers.

Non-return valve

Valve which permits flow in one direction only.

Purge

To remove the residual gas from a container / system by first pressurising and then venting the gas used for purging to 1.013 bar.

Tank

Static thermally insulated container designed for the storage of liquefied or cryogenic gas. They are also called "Fixed cryogenic vessels".

Tanker

In the context of the Annex, thermally insulated container fixed on a vehicle for the transport of liquefied or cryogenic gas.

Valve

Device for opening and closing containers.

Vent

To remove the residual gas from a container / system down to 1.013 bar, by opening the container / system to atmosphere.

ANNEX 7

MANUFACTURE OF HERBAL MEDICINAL PRODUCTS

PRINCIPLE

Because of their often complex and variable nature, control of starting materials, storage and processing assume particular importance in the manufacture of herbal medicinal products.

The “starting material” in the manufacture of an herbal medicinal product¹ can be a medicinal plant, an herbal substance² or an herbal preparation¹. The herbal substance should be of suitable quality and supporting data should be provided to the manufacturer of the herbal preparation/herbal medicinal product. Ensuring consistent quality of the herbal substance may require more detailed information on its agricultural production. The selection of seeds, cultivation and harvesting conditions represent important aspects of the quality of the herbal substance and can influence the consistency of the finished product. Recommendations on an appropriate quality assurance system for good agricultural and collection practice are provided in national or international guidance documents on Good Agricultural and Collection Practice for starting materials of herbal origin³.

This Annex applies to all herbal starting materials: medicinal plants, herbal substances or herbal preparations.

¹ Throughout the annex and unless otherwise specified, the term “herbal medicinal product / preparation” includes “traditional herbal medicinal product / preparation”.

² The terms herbal substance and herbal preparation are considered to be equivalent to the terms herbal drug and herbal drug preparation respectively.

³ European Medicines Agency (EMA), World Health Organization (WHO) or equivalent.

Table illustrating the application of Good Practices to the manufacture of herbal medicinal products ⁴

Activity	Good Agricultural and Collection Practice (GACP) #	Part II of the GMP Guide †	Part I of the GMP Guide †
Cultivation, collection and harvesting of plants, algae, fungi and lichens, and collection of exudates			
Cutting, and drying of plants, algae, fungi, lichens and exudates *			
Expression from plants and distillation**			
Comminution, processing of exudates, extraction from plants, fractionation, purification, concentration or fermentation of herbal substances			
Further processing into a dosage form including packaging as a medicinal product			

Explanatory Notes

†..The GMP classification of the herbal material is dependent upon the use made of it by the manufacturing authorisation holder. The material may be classified as an active substance, an intermediate or a finished product. It is the responsibility of the manufacturer of the medicinal product to ensure that the appropriate GMP classification is applied.

* Manufacturers should ensure that these steps are carried out in accordance with the marketing authorisation / registration. For those initial steps that take place in the field, as justified in the marketing authorisation / registration, the national or international standards of Good Agricultural and Collection Practice for starting materials of herbal origin (GACP)[#] are applicable. GMP is applicable to further cutting and drying steps.

** Regarding the expression from plants and distillation, if it is necessary for these activities to be an integral part of harvesting to maintain the quality of the product within the approved specifications, it is acceptable that they are performed in the field, provided that the cultivation is in compliance with national or international standards of GACP[#]. These circumstances should be regarded as exceptional and justified in the relevant marketing authorisation / registration documentation. For activities carried out in the field, appropriate documentation, control, and validation according to the GMP principles should be assured. Regulatory authorities may carry out GMP inspections of these activities in order to assess compliance.

⁴ This table expands in detail the herbal section of Table 1 in Part II of the GMP Guide.

EMA, WHO or equivalent

PREMISES

Storage areas

1. Herbal substances should be stored in separate areas. The storage area should be equipped in such a way as to give protection against the entry of insects or other animals, especially rodents. Effective measures should be taken to prevent the spread of any such animals and micro-organisms brought in with the crude substance, to prevent fermentation or mould growth and to prevent cross-contamination. Different enclosed areas should be used to quarantine incoming herbal substances and for the approved herbal substances.
2. The storage area should be well aerated and the containers should be located in such a way as to allow free circulation of air.
3. Special attention should be paid to the cleanliness and good maintenance of the storage areas particularly when dust is generated.
4. Storage of herbal substances and herbal preparations may require special conditions of humidity, temperature or light protection; these conditions should be provided and monitored.

Production area

5. Specific provisions should be made during sampling, weighing, mixing and processing operations of herbal substances and herbal preparations whenever dust is generated, to facilitate cleaning and to avoid cross-contamination, as for example, dust extraction, dedicated premises, etc.

Equipment

6. The equipment, filtering materials etc. used in the manufacturing process must be compatible with the extraction solvent, in order to prevent any release or undesirable absorption of substance that could affect the product.

DOCUMENTATION

Specifications for starting materials

7. Herbal medicinal product manufacturers must ensure that they use only herbal starting materials manufactured in accordance with GMP and the Marketing Authorisation dossier. Comprehensive documentation on audits of the herbal starting material suppliers carried out by, or on behalf of the herbal medicinal product manufacturer should be made available. Audit trails for the active substance are fundamental to the quality of the starting material. The manufacturer should verify, where appropriate, whether the suppliers of the herbal substance / preparation are in compliance with Good Agricultural and

Collection Practice⁵ and – if not – apply appropriate controls in line with Quality Risk Management (QRM).

8. To fulfil the specification requirements described in the basic requirements of the Guide (Chapter 4), documentation for herbal substances / preparations should include:

- the binomial scientific name of plant (genus, species, subspecies / variety and author (e.g. Linnaeus); other relevant information such as the cultivar name and the chemotype should also be provided, as appropriate;
- details of the source of the plant (country or region of origin and where applicable, cultivation, time of harvesting, collection procedures, possible pesticides used, possible radioactive contamination, etc.);
- which part(s) of the plant is/are used;
- when a dried plant is used, the drying system should be specified;
- a description of the herbal substance and its macro and microscopic examination;
- suitable identification tests including, where appropriate, identification tests for constituents with known therapeutic activity, or markers. Specific distinctive tests are required where an herbal substance is liable to be adulterated / substituted. A reference authentic specimen should be available for identification purposes;
- the water content for herbal substances, determined in accordance with the relevant Pharmacopoeia;
- assay of constituents of known therapeutic activity or, where appropriate, of markers; the methods suitable to determine possible pesticide contamination and limits accepted in accordance with relevant Pharmacopoeia methods or, in absence of thereof, with an appropriate validated method, unless otherwise justified;
- tests to determine fungal and/or microbial contamination, including aflatoxins, other mycotoxins, pest-infestations and limits accepted, as appropriate;
- tests for toxic metals and for likely contaminants and adulterants, as appropriate;
- tests for foreign materials, as appropriate;
- any other additional test according to the relevant Pharmacopoeia general monograph on herbal substances or to the specific monograph of the herbal substance, as appropriate.

Any treatment used to reduce fungal/microbial contamination or other infestation should be documented. Specifications and procedures should be available and should include details of process, tests and limits for residues.

⁵ EMA, WHO or equivalent

Processing instructions

9. The processing instructions should describe the different operations carried out upon the herbal substance such as cleaning, drying, crushing and sifting, and include drying time and temperatures, and methods used to control cut size or particle size.
10. In particular, there should be written instructions and records, which ensure that each container of herbal substance is carefully examined to detect any adulteration/substitution or presence of foreign matter, such as metal or glass pieces, animal parts or excrement, stones, sand, etc., or rot and signs of decay.
11. The processing instructions should also describe security sieving or other methods of removing foreign materials and appropriate procedures for cleaning/selection of plant material before the storage of the approved herbal substance or before the start of manufacturing.
12. For the production of an herbal preparation, instructions should include details of solvent, time and temperatures of extraction, details of any concentration stages and methods used.

QUALITY CONTROL

Sampling

13. Due to the fact that medicinal plant/herbal substances are heterogeneous in nature, their sampling should be carried out with special care by personnel with particular expertise. Each batch should be identified by its own documentation.
14. A reference sample of the plant material is necessary, especially in those cases where the herbal substance is not described in the relevant Pharmacopoeia. Samples of unmilled plant material are required if powders are used.
15. Quality Control personnel should have particular expertise and experience in herbal substances, herbal preparations and/or herbal medicinal products in order to be able to carry out identification tests and recognise adulteration, the presence of fungal growth, infestations, non-uniformity within a delivery of crude material, etc.
16. The identity and quality of herbal substances, herbal preparations and herbal medicinal products should be determined in accordance with the relevant current national or international guidance on quality and specifications of herbal medicinal products and traditional herbal medicinal products and, where relevant, to specific pharmacopoeial monographs.

ANNEX 8

SAMPLING OF STARTING AND PACKAGING MATERIALS

PRINCIPLE

Sampling is an important operation in which only a small fraction of a batch is taken. Valid conclusions on the whole cannot be based on tests which have been carried out on non-representative samples. Correct sampling is thus an essential part of a system of Quality Assurance.

Note: Sampling is dealt with in Chapter 6 of the Guide to GMP, items 6.11 to 6.14. These supplementary guidelines give additional guidance on the sampling of starting and packaging materials.

PERSONNEL

1. Personnel who take samples should receive initial and on-going regular training in the disciplines relevant to correct sampling. This training should include:
 - sampling plans,
 - written sampling procedures,
 - the techniques and equipment for sampling,
 - the risks of cross-contamination,
 - the precautions to be taken with regard to unstable and/or sterile substances,
 - the importance of considering the visual appearance of materials, containers and labels,
 - the importance of recording any unexpected or unusual circumstances.

STARTING MATERIALS

2. The identity of a complete batch of starting materials can normally only be ensured if individual samples are taken from all the containers and an identity test performed on each sample. It is permissible to sample only a proportion of the containers where a validated procedure has been established to ensure that no single container of starting material will be incorrectly identified on its label.

3. This validation should take account of at least the following aspects:
- nature and status of the manufacturer and of the supplier and their understanding of the GMP requirements of the Pharmaceutical Industry;
 - the Quality Assurance system of the manufacturer of the starting material;
 - the manufacturing conditions under which the starting material is produced and controlled;
 - the nature of the starting material and the medicinal products in which it will be used.

Under such arrangements, it is possible that a validated procedure exempting identity testing of each incoming container of starting material could be accepted for:

- starting materials coming from a single product manufacturer or plant;
- starting materials coming directly from a manufacturer or in the manufacturer's sealed container where there is a history of reliability and regular audits of the manufacturer's Quality Assurance system are conducted by the purchaser (the manufacturer of the medicinal products or by an officially accredited body).

It is improbable that a procedure could be satisfactorily validated for:

- starting materials supplied by intermediaries such as brokers where the source of manufacture is unknown or not audited;
- starting materials for use in parenteral products.

4. The quality of a batch of starting materials may be assessed by taking and testing a representative sample. The samples taken for identity testing could be used for this purpose. The number of samples taken for the preparation of a representative sample should be determined statistically and specified in a sampling plan. The number of individual samples which may be blended to form a composite sample should also be defined, taking into account the nature of the material, knowledge of the supplier and the homogeneity of the composite sample.

PACKAGING MATERIAL

5. The sampling plan for packaging materials should take account of at least the following: the quantity received, the quality required, the nature of the material (e.g. primary packaging materials and/or printed packaging materials), the production methods, and the knowledge of Quality Assurance system of the packaging materials manufacturer based on audits. The number of samples taken should be determined statistically and specified in a sampling plan.

ANNEX 9

MANUFACTURE OF LIQUIDS, CREAMS AND OINTMENTS

PRINCIPLE

Liquids, creams and ointments may be particularly susceptible to microbial and other contamination during manufacture. Therefore special measures must be taken to prevent any contamination.

Note: The manufacture of liquids, creams and ointments must be done in accordance with the GMP described in the PIC Guide to GMP and with the other supplementary guidelines, where applicable. The present guidelines only stress points which are specific to this manufacture.

PREMISES AND EQUIPMENT

1. The use of closed systems of processing and transfer is recommended in order to protect the product from contamination. Production areas where the products or open clean containers are exposed should normally be effectively ventilated with filtered air.
2. Tanks, containers, pipework and pumps should be designed and installed so that they may be readily cleaned and if necessary sanitised. In particular, equipment design should include a minimum of dead-legs or sites where residues can accumulate and promote microbial proliferation.
3. The use of glass apparatus should be avoided wherever possible. High quality stainless steel is often the material of choice for product contact parts.

PRODUCTION

4. The chemical and microbiological quality of water used in production should be specified and monitored. Care should be taken in the maintenance of water systems in order to avoid the risk of microbial proliferation. After any chemical sanitization of the water systems, a validated flushing procedure should be followed to ensure that the sanitising agent has been effectively removed.
5. The quality of materials received in bulk tankers should be checked before they are transferred to bulk storage tanks.
6. Care should be taken when transferring materials via pipelines to ensure that they are delivered to their correct destination.

7. Materials likely to shed fibres or other contaminants, like cardboard or wooden pallets, should not enter the areas where products or clean containers are exposed.
8. Care should be taken to maintain the homogeneity of mixtures, suspensions, etc. during filling. Mixing and filling processes should be validated. Special care should be taken at the beginning of a filling process, after stoppages and at the end of the process to ensure that homogeneity is maintained.
9. When the finished product is not immediately packaged, the maximum period of storage and the storage conditions should be specified and respected.

ANNEX 10

MANUFACTURE OF PRESSURISED METERED DOSE AEROSOL PREPARATIONS FOR INHALATION

PRINCIPLE

Manufacture of pressurised aerosol products for inhalation with metering valves requires some special provisions arising from the particular nature of this pharmaceutical form. It should occur under conditions which minimise microbial and particulate contamination. Assurance of the quality of the valve components and, in the case of suspensions, of uniformity is also of particular importance.

Note: The manufacture of metered dose aerosols must be done in accordance with the GMP described in the PIC Guide to GMP and with the other supplementary guidelines, where applicable. The present guidelines only stress points which are specific to this manufacture.

GENERAL

1. There are presently two common manufacturing and filling methods as follows:
 - a) Two-shot system (pressure filling). The active ingredient is suspended in a high boiling point propellant, the dose is filled into the container, the valve is crimped on and the lower boiling point propellant is injected through the valve stem to make up the finished product. The suspension of active ingredient in propellant is kept cool to reduce evaporation loss.
 - b) One-shot process (cold filling). The active ingredient is suspended in a mixture of propellants and held either under high pressure and/or at a low temperature. The suspension is then filled directly into the container in one shot.

PREMISES AND EQUIPMENT

2. Manufacture and filling should be carried out as far as possible in a closed system.
3. Where products or clean components are exposed, the area should be fed with filtered air, should comply with the requirements of at least a Grade D environment and should be entered through airlocks.

PRODUCTION AND QUALITY CONTROL

4. Metering valves for aerosols are a more complex engineering article than most pharmaceutical components. Specifications, sampling and testing should be appropriate for this situation. Auditing the Quality Assurance system of the valve manufacturer is of particular importance.
5. All fluids (e.g. liquid or gaseous propellants) should be filtered to remove particles greater than 0.2 micron. An additional filtration where possible immediately before filling is desirable.
6. Containers and valves should be cleaned using a validated procedure appropriate to the use of the product to ensure the absence of any contaminants such as fabrication aids (e.g. lubricants) or undue microbiological contaminants. After cleaning, valves should be kept in clean, closed containers and precautions taken not to introduce contamination during subsequent handling, e.g. taking samples. Containers should be provided to the filling line in a clean condition or cleaned on line immediately before filling.
7. Precautions should be taken to ensure uniformity of suspensions at the point of fill throughout the filling process.
8. When a two-shot filling process is used, it is necessary to ensure that both shots are of the correct weight in order to achieve the correct composition. For this purpose, 100% weight checking at each stage is often desirable.
9. Controls after filling should ensure the absence of undue leakage. Any leakage test should be performed in a way which avoids microbial contamination or residual moisture.

ANNEX 11

COMPUTERISED SYSTEMS

PRINCIPLE

This annex applies to all forms of computerised systems used as part of a GMP regulated activities. A computerised system is a set of software and hardware components which together fulfil certain functionalities.

The application should be validated; IT infrastructure should be qualified.

Where a computerised system replaces a manual operation, there should be no resultant decrease in product quality, process control or quality assurance. There should be no increase in the overall risk of the process.

GENERAL

1. *Risk Management*

Risk management should be applied throughout the lifecycle of the computerised system taking into account patient safety, data integrity and product quality. As part of a risk management system, decisions on the extent of validation and data integrity controls should be based on a justified and documented risk assessment of the computerised system.

2. *Personnel*

There should be close cooperation between all relevant personnel such as Process Owner, System Owner, Authorised Persons and IT. All personnel should have appropriate qualifications, level of access and defined responsibilities to carry out their assigned duties.

3. *Suppliers and Service Providers*

- 3.1 When third parties (e.g. suppliers, service providers) are used e.g. to provide, install, configure, integrate, validate, maintain (e.g. via remote access), modify or retain a computerised system or related service or for data processing, formal agreements must exist between the manufacturer and any third parties, and these agreements should include clear statements of the responsibilities of the third party. IT-departments should be considered analogous.
- 3.2 The competence and reliability of a supplier are key factors when selecting a product or service provider. The need for an audit should be based on a risk assessment.
- 3.3 Documentation supplied with commercial off-the-shelf products should be reviewed by regulated users to check that user requirements are fulfilled.

- 3.4 Quality system and audit information relating to suppliers or developers of software and implemented systems should be made available to inspectors on request.

PROJECT PHASE

4. Validation

- 4.1 The validation documentation and reports should cover the relevant steps of the life cycle. Manufacturers should be able to justify their standards, protocols, acceptance criteria, procedures and records based on their risk assessment.
- 4.2 Validation documentation should include change control records (if applicable) and reports on any deviations observed during the validation process.
- 4.3 An up to date listing of all relevant systems and their GMP functionality (inventory) should be available.

For critical systems an up-to-date system description detailing the physical and logical arrangements, data flows and interfaces with other systems or processes, any hardware and software pre-requisites, and security measures should be available.

- 4.4 User Requirements Specifications should describe the required functions of the computerised system and be based on documented risk assessment and GMP impact. User requirements should be traceable throughout the life-cycle.
- 4.5 The regulated user should take all reasonable steps to ensure that the system has been developed in accordance with an appropriate quality management system. The supplier should be assessed appropriately.
- 4.6 For the validation of bespoke or customised computerised systems there should be a process in place that ensures the formal assessment and reporting of quality and performance measures for all the life-cycle stages of the system.
- 4.7 Evidence of appropriate test methods and test scenarios should be demonstrated. Particularly, system (process) parameter limits, data limits and error handling should be considered. Automated testing tools and test environments should have documented assessments for their adequacy.
- 4.8 If data are transferred to another data format or system, validation should include checks that data are not altered in value and/or meaning during this migration process.

OPERATIONAL PHASE

5. Data

Computerised systems exchanging data electronically with other systems should include appropriate built-in checks for the correct and secure entry and processing of data, in order to minimize the risks.

6. Accuracy Checks

For critical data entered manually, there should be an additional check on the accuracy of the data. This check may be done by a second operator or by validated electronic means. The criticality and the potential consequences of erroneous or incorrectly entered data to a system should be covered by risk management.

7. Data Storage

7.1 Data should be secured by both physical and electronic means against damage. Stored data should be checked for accessibility, readability and accuracy. Access to data should be ensured throughout the retention period.

7.2 Regular back-ups of all relevant data should be done. Integrity and accuracy of backup data and the ability to restore the data should be checked during validation and monitored periodically.

8. Printouts

8.1 It should be possible to obtain clear printed copies of electronically stored data.

8.2 For records supporting batch release it should be possible to generate printouts indicating if any of the data has been changed since the original entry.

9. Audit Trails

Consideration should be given, based on a risk assessment, to building into the system the creation of a record of all GMP-relevant changes and deletions (a system generated "audit trail"). For change or deletion of GMP-relevant data the reason should be documented. Audit trails need to be available and convertible to a generally intelligible form and regularly reviewed.

10. Change and Configuration Management

Any changes to a computerised system including system configurations should only be made in a controlled manner in accordance with a defined procedure.

11. Periodic Evaluation

Computerised systems should be periodically evaluated to confirm that they remain in a valid state and are compliant with GMP. Such evaluations should include, where appropriate, the current range of functionality, deviation records,

incidents, problems, upgrade history, performance, reliability, security and validation status reports.

12. Security

- 12.1 Physical and/or logical controls should be in place to restrict access to computerised system to authorised persons. Suitable methods of preventing unauthorised entry to the system may include the use of keys, pass cards, personal codes with passwords, biometrics, restricted access to computer equipment and data storage areas.
- 12.2 The extent of security controls depends on the criticality of the computerised system.
- 12.3 Creation, change, and cancellation of access authorisations should be recorded.
- 12.4 Management systems for data and for documents should be designed to record the identity of operators entering, changing, confirming or deleting data including date and time.

13. Incident Management

All incidents, not only system failures and data errors, should be reported and assessed. The root cause of a critical incident should be identified and should form the basis of corrective and preventive actions.

14. Electronic Signature

Electronic records may be signed electronically. Electronic signatures are expected to:

- a. have the same impact as hand-written signatures within the boundaries of the company,
- b. be permanently linked to their respective record,
- c. include the time and date that they were applied.

15. Batch release

When a computerised system is used for recording certification and batch release, the system should allow only Authorised Persons to certify the release of the batches and it should clearly identify and record the person releasing or certifying the batches. This should be performed using an electronic signature.

16. Business Continuity

For the availability of computerised systems supporting critical processes, provisions should be made to ensure continuity of support for those processes in the event of a system breakdown (e.g. a manual or alternative system). The time required to bring the alternative arrangements into use should be based on risk and appropriate for a particular system and the business process it supports. These arrangements should be adequately documented and tested.

17. Archiving

Data may be archived. This data should be checked for accessibility, readability and integrity. If relevant changes are to be made to the system (e.g. computer equipment or programs), then the ability to retrieve the data should be ensured and tested.

GLOSSARY

Application

Software installed on a defined platform/hardware providing specific functionality.

Bespoke/Customised computerised system

A computerised system individually designed to suit a specific business process.

Commercial of the shelf software

Software commercially available, whose fitness for use is demonstrated by a broad spectrum of users.

IT Infrastructure

The hardware and software such as networking software and operation systems, which makes it possible for the application to function.

Life cycle

All phases in the life of the system from initial requirements until retirement including design, specification, programming, testing, installation, operation, and maintenance.

Process owner

The person responsible for the business process.

System owner

The person responsible for the availability, and maintenance of a computerised system and for the security of the data residing on that system.

Third Party

Parties not directly managed by the holder of the manufacturing and/or import authorisation.

ANNEX 12

USE OF IONISING RADIATION IN THE MANUFACTURE OF MEDICINAL PRODUCTS

INTRODUCTION

Ionising radiation may be used during the manufacturing process for various purposes including the reduction of bioburden and the sterilisation of starting materials, packaging components or products and the treatment of blood products.

There are two types of irradiation process: Gamma irradiation from a radioactive source and high energy Electron irradiation (Beta radiation) from an accelerator.

Gamma irradiation: two different processing modes may be employed:

- (i) Batch mode: the products is arranged at fixed locations around the radiation source and cannot be loaded or unloaded while the radiation source is exposed.
- (ii) Continuous mode: an automatic system conveys the products into the radiation cell, past the exposed radiation source along a defined path and at an appropriate speed, and out of the cell.

Electron irradiation: the product is conveyed past a continuous or pulsed beam of high energy electrons (Beta radiation) which is scanned back and forth across the product pathway.

RESPONSIBILITIES

1. Treatment by irradiation may be carried out by the pharmaceutical manufacturer or by an operator of a radiation facility under contract (a "contract manufacturer"), both of whom must hold an appropriate manufacturing authorisation.
2. The pharmaceutical manufacturer bears responsibility for the quality of the product including the attainment of the objective of irradiation. The contract operator of the radiation facility bears responsibility for ensuring that the dose of radiation required by the manufacturer is delivered to the irradiation container (i.e. the outermost container in which the products are irradiated).
3. The required dose including justified limits will be stated in the marketing authorisation for the product.

DOSIMETRY

4. Dosimetry is defined as the measurement of the absorbed dose by the use of dosimeters. Both understanding and correct use of the technique is essential for the validation, commissioning and control of the process.
5. The calibration of each batch of routine dosimeters should be traceable to a national or international standard. The period of validity of the calibration should be stated, justified and adhered to.
6. The same instrument should normally be used to establish the calibration curve of the routine dosimeters and to measure the change in their absorbance after irradiation. If a different instrument is used, the absolute absorbance of each instrument should be established.
7. Depending on the type of dosimeter used, due account should be taken of possible causes of inaccuracy including the change in moisture content, change in temperature, time elapsed between irradiation and measurement, and the dose rate.
8. The wavelength of the instrument used to measure the change in absorbance of dosimeters and the instrument used to measure their thickness should be subject to regular checks of calibration at intervals established on the basis of stability, purpose and usage.

VALIDATION OF THE PROCESS

9. Validation is the action of proving that the process, i.e. the delivery of the intended absorbed dose to the product, will achieve the expected results. The requirements for validation are given more fully in the note for guidance on "the use of ionising radiation in the manufacture of medicinal products".
10. Validation should include dose mapping to establish the distribution of absorbed dose within the irradiation container when packed with product in a defined configuration.
11. An irradiation process specification should include at least the following:
 - a) details of the packaging of the product;
 - b) the loading pattern(s) of product within the irradiation container. Particular care needs to be taken, when a mixture of products is allowed in the irradiation container, that there is no underdosing of dense product or shadowing of other products by dense product. Each mixed product arrangement must be specified and validated;
 - c) the loading pattern of irradiation containers around the source (batch mode) or the pathway through the cell (continuous mode);
 - d) maximum and minimum limits of absorbed dose to the product [and associated routine dosimetry];

- e) maximum and minimum limits of absorbed dose to the irradiation container and associated routine dosimetry to monitor this absorbed dose;
- f) other process parameters, including dose rate, maximum time of exposure, number of exposures, etc.

When irradiation is supplied under contract at least parts (d) and (e) of the irradiation process specification should form part of that contract.

COMMISSIONING OF THE PLANT

General

- 12. Commissioning is the exercise of obtaining and documenting evidence that the irradiation plant will perform consistently within predetermined limits when operated according to the process specification. In the context of this annex, predetermined limits are the maximum and minimum doses designed to be absorbed by the irradiation container. It must not be possible for variations to occur in the operation of the plant which give a dose to the container outside these limits without the knowledge of the operator.
- 13. Commissioning should include the following elements:
 - a. Design;
 - b. Dose mapping;
 - c. Documentation;
 - d. Requirement for re-commissioning.

Gamma irradiators

Design

- 14. The absorbed dose received by a particular part of an irradiation container at any specific point in the irradiator depends primarily on the following factors:
 - a) the activity and geometry of the source;
 - b) the distance from source to container;
 - c) the duration of irradiation controlled by the timer setting or conveyor speed;
 - d) the composition and density of material, including other products, between the source and the particular part of the container.
- 15. The total absorbed dose will in addition depend on the path of containers through a continuous irradiator or the loading pattern in a batch irradiator, and on the number of exposure cycles.

16. For a continuous irradiator with a fixed path or a batch irradiator with a fixed loading pattern, and with a given source strength and type of product, the key plant parameter controlled by the operator is conveyor speed or timer setting.

Dose Mapping

17. For the dose mapping procedure, the irradiator should be filled with irradiation containers packed with dummy products or a representative product of uniform density. Dosimeters should be placed throughout a minimum of three loaded irradiation containers which are passed through the irradiator, surrounded by similar containers or dummy products. If the product is not uniformly packed, dosimeters should be placed in a larger number of containers.
18. The positioning of dosimeters will depend on the size of the irradiation container. For example, for containers up to 1 x 1 x 0.5 m, a three-dimensional 20 cm grid throughout the container including the outside surfaces might be suitable. If the expected positions of the minimum and maximum dose are known from a previous irradiator performance characterisation, some dosimeters could be removed from regions of average dose and replaced to form a 10 cm grid in the regions of extreme dose.
19. The results of this procedure will give minimum and maximum absorbed doses in the product and on the container surface for a given set of plant parameters, product density and loading pattern.
20. Ideally, reference dosimeters should be used for the dose mapping exercise because of their greater precision. Routine dosimeters are permissible but it is advisable to place reference dosimeters beside them at the expected positions of minimum and maximum dose and at the routine monitoring position in each of the replicate irradiation containers. The observed values of dose will have an associated random uncertainty which can be estimated from the variations in replicate measurements.
21. The minimum observed dose, as measured by the routine dosimeters, necessary to ensure that all irradiation containers receive the minimum required dose will be set in the knowledge of the random variability of the routine dosimeters used.
22. Irradiator parameters should be kept constant, monitored and recorded during dose mapping. The records, together with the dosimetry results and all other records generated, should be retained.

Electron Beam Irradiators

Design

23. The absorbed dose received by a particular portion of an irradiated product depends primarily on the following factors:
- a) the characteristics of the beam, which are: electron energy, average beam current, scan width and scan uniformity;
 - b) the conveyor speed;
 - c) the product composition and density;

- d) the composition, density and thickness of material between the output window and the particular portion of product;
 - e) the output window to container distance.
24. Key parameters controlled by the operator are the characteristics of the beam and the conveyor speed.

Dose Mapping

25. For the dose mapping procedure, dosimeters should be placed between layers of homogeneous absorber sheets making up a dummy product, or between layers of representative products of uniform density, such that at least ten measurements can be made within the maximum range of the electrons. Reference should also be made to sections 18 to 21.
26. Irradiator parameters should be kept constant, monitored and recorded during dose mapping. The records, together with the dosimetry results and all other records generated, should be retained.

Re-commissioning

27. Commissioning should be repeated if there is a change to the process or the irradiator which could affect the dose distribution to the irradiation container (e.g. change of source pencils). The extent to re-commissioning depends on the extent of the change in the irradiator or the load that has taken place. If in doubt, re-commission.

PREMISES

28. Premises should be designed and operated to segregate irradiated from non-irradiated containers to avoid their cross-contamination. Where materials are handled within closed irradiation containers, it may not be necessary to segregate pharmaceutical from non-pharmaceutical materials, provided there is no risk of the former being contaminated by the latter.

Any possibility of contamination of the products by radionuclide from the source must be excluded.

PROCESSING

29. Irradiation containers should be packed in accordance with the specified loading pattern(s) established during validation.
30. During the process, the radiation dose to the irradiation containers should be monitored using validated dosimetry procedures. The relationship between this dose and the dose absorbed by the product inside the container must have been established during process validation and plant commissioning.

31. Radiation indicators should be used as an aid to differentiating irradiated from non-irradiated containers. They should not be used as the sole means of differentiation or as an indication of satisfactory processing.
32. Processing of mixed loads of containers within the irradiation cell should only be done when it is known from commissioning trials or other evidence that the radiation dose received by individual containers remains within the limits specified.
33. When the required radiation dose is by design given during more than one exposure or passage through the plant, this should be with the agreement of the holder of the marketing authorisation and occur within a predetermined time period. Unplanned interruptions during irradiation should be notified to the holder of the marketing authorisation if this extends the irradiation process beyond a previously agreed period.
34. Non-irradiated products must be segregated from irradiated products at all times. Methods or doing this include the use of radiation indicators (31.) and appropriate design of premises (28.).

Gamma irradiators

35. For continuous processing modes, dosimeters should be placed so that at least two are exposed in the irradiation at all times.
36. For batch modes, at least two dosimeters should be exposed in positions related to the minimum dose position.
37. For continuous process modes, there should be a positive indication of the correct position of the source and an interlock between source position and conveyor movement. Conveyor speed should be monitored continuously and recorded.
38. For batch process modes source movement and exposure times for each batch should be monitored and recorded.
39. For a given desired dose, the timer setting or conveyor speed requires adjustment for source decay and source additions. The period of validity of the setting or speed should be recorded and adhered to.

Electron Beam Irradiators

40. A dosimeter should be placed on every container.
41. There should be continuous recording of average beam current, electron energy, scan-width and conveyor speed. These variables, other than conveyor speed, need to be controlled within the defined limits established during commissioning since they are liable to instantaneous change.

DOCUMENTATION

42. The numbers of containers received, irradiated and dispatched should be reconciled with each other and with the associated documentation. Any discrepancy should be reported and resolved.
43. The irradiation plant operator should certify in writing the range of doses received by each irradiated container within a batch or delivery.
44. Process and control records for each irradiation batch should be checked and signed by a nominated responsible person and retained. The method and place of retention should be agreed between the plant operator and the holder of the marketing authorisation.
45. The documentation associated with the validation and commissioning of the plant should be retained for one year after the expiry date or at least five years after the release of the last product processed by the plant, whichever is the longer.

MICROBIOLOGICAL MONITORING

46. Microbiological monitoring is the responsibility of the pharmaceutical manufacturer. It may include environmental monitoring where product is manufactured and pre-irradiation monitoring of the product as specified in the marketing authorisation.

ANNEX 13

MANUFACTURE OF INVESTIGATIONAL MEDICINAL PRODUCTS

PRINCIPLE

Investigational medicinal products should be produced in accordance with the principles and the detailed guidelines of Good Manufacturing Practice for Medicinal Products. Other guidelines should be taken into account where relevant and as appropriate to the stage of development of the product. Procedures need to be flexible to provide for changes as knowledge of the process increases, and appropriate to the stage of development of the product.

In clinical trials there may be added risk to participating subjects compared to patients treated with marketed products. The application of GMP to the manufacture of investigational medicinal products is intended to ensure that trial subjects are not placed at risk, and that the results of clinical trials are unaffected by inadequate safety, quality or efficacy arising from unsatisfactory manufacture. Equally, it is intended to ensure that there is consistency between batches of the same investigational medicinal product used in the same or different clinical trials, and that changes during the development of an investigational medicinal product are adequately documented and justified.

The production of investigational medicinal products involves added complexity in comparison to marketed products by virtue of the lack of fixed routines, variety of clinical trial designs, consequent packaging designs, the need, often, for randomisation and blinding and increased risk of product cross-contamination and mix up. Furthermore, there may be incomplete knowledge of the potency and toxicity of the product and a lack of full process validation, or, marketed products may be used which have been re-packaged or modified in some way.

These challenges require personnel with a thorough understanding of, and training in, the application of GMP to investigational medicinal products. Co-operation is required with trial sponsors who undertake the ultimate responsibility for all aspects of the clinical trial including the quality of investigational medicinal products.

The increased complexity in manufacturing operations requires a highly effective quality system.

The annex also includes guidance on ordering, shipping, and returning clinical supplies, which are at the interface with, and complementary to, guidelines on Good Clinical Practice.

Notes

Non-investigational medicinal product

Products other than the test product, placebo or comparator may be supplied to subjects participating in a trial. Such products may be used as support or escape medication for preventative, diagnostic or therapeutic reasons and/or needed to ensure that adequate medical care is provided for the subject. They may also be used in accordance with the protocol to induce a physiological response. These products do not fall within the definition of investigational medicinal products and may be supplied by the sponsor, or the investigator. The sponsor should ensure that they are in accordance with the notification/request for authorisation to conduct the trial and that they are of appropriate quality for the purposes of the trial taking into account the source of the materials, whether or not they are the subject of a marketing authorisation and whether they have been repackaged. The advice and involvement of an Authorised Person is recommended in this task.

Manufacturing authorisation and reconstitution

Both the total and partial manufacture of investigational medicinal products, as well as the various processes of dividing up, packaging or presentation, is subject to a manufacturing authorisation. This authorisation, however, shall not be required for reconstitution. For the purpose of this provision, reconstitution shall be understood as a simple process of:

- dissolving or dispersing the investigational medicinal product for administration of the product to a trial subject, or,
- diluting or mixing the investigational medicinal product(s) with some other substance(s) used as a vehicle for the purposes of administering it.

Reconstitution is not mixing several ingredients, including the active substance, together to produce the investigational medicinal product.

An investigational medicinal product must exist before a process can be defined as reconstitution.

The process of reconstitution has to be undertaken as soon as practicable before administration.

This process has to be defined in the clinical trial application / IMP dossier and clinical trial protocol, or related document, available at the site.

GLOSSARY

Blinding

A procedure in which one or more parties to the trial are kept unaware of the treatment assignment(s). Single-blinding usually refers to the subject(s) being

unaware, and double-blinding usually refers to the subject(s), investigator(s), monitor, and, in some cases, data analyst(s) being unaware of the treatment assignment(s). In relation to an investigational medicinal product, blinding means the deliberate disguising of the identity of the product in accordance with the instructions of the sponsor. Unblinding means the disclosure of the identity of blinded products.

Clinical trial

Any investigation in human subjects intended to discover or verify the clinical, pharmacological and/or other pharmacodynamic effects of an investigational product(s) and/or to identify any adverse reactions to an investigational product(s), and/or to study absorption, distribution, metabolism, and excretion of one or more investigational medicinal product(s) with the object of ascertaining its/their safety and/or efficacy.

Comparator product

An investigational or marketed product (i.e. active control), or placebo, used as a reference in a clinical trial.

Investigational medicinal product

A pharmaceutical form of an active substance or placebo being tested or used as a reference in a clinical trial, including a product with a marketing authorisation when used or assembled (formulated or packaged) in a way different from the authorised form, or when used for an unauthorised indication, or when used to gain further information about the authorised form.

Investigator

A person responsible for the conduct of the clinical trial at a trial site. If a trial is conducted by a team of individuals at a trial site, the investigator is the responsible leader of the team and may be called the principal investigator.

Manufacturer/importer of Investigational Medicinal Products

Any holder of the authorisation to manufacture/import.

Order

Instruction to process, package and/or ship a certain number of units of investigational medicinal product(s).

Product Specification File

A reference file containing, or referring to files containing, all the information necessary to draft the detailed written instructions on processing, packaging, quality control testing, batch release and shipping of an investigational medicinal product.

Randomisation

The process of assigning trial subjects to treatment or control groups using an element of chance to determine the assignments in order to reduce bias.

Randomisation Code

A listing in which the treatment assigned to each subject from the randomisation process is identified.

Shipping

The operation of packaging for shipment and sending of ordered medicinal products for clinical trials.

Sponsor

An individual, company, institution or organisation which takes responsibility for the initiation, management and/or financing of a clinical trial.

QUALITY MANAGEMENT

1. The Quality System, designed, set up and verified by the manufacturer or importer, should be described in written procedures available to the sponsor, taking into account the GMP principles and guidelines applicable to investigational medicinal products.
2. The product specifications and manufacturing instructions may be changed during development but full control and traceability of the changes should be maintained.

PERSONNEL

3. All personnel involved with investigational medicinal products should be appropriately trained in the requirements specific to these types of product.

Even in cases where the number of staff involved is small, there should be, for each batch, separate people responsible for production and quality control.

4. The Authorised Person should ensure that there are systems in place that meet the requirements of GMP and have a broad knowledge of pharmaceutical development and clinical trial processes. Guidance for the Authorised Person in connection with the certification of investigational medicinal products is given in paragraphs 38 to 41.

PREMISES AND EQUIPMENT

5. The toxicity, potency and sensitising potential may not be fully understood for investigational medicinal products and this reinforces the need to minimise all risks of cross-contamination. The design of equipment and premises, inspection / test methods and acceptance limits to be used after cleaning should reflect the nature of these risks. Consideration should be given to campaign working where appropriate. Account should be taken of the solubility of the product in decisions about the choice of cleaning solvent.

DOCUMENTATION

Specifications and instructions

6. Specifications (for starting materials, primary packaging materials, intermediate, bulk products and finished products), manufacturing formulae and processing and packaging instructions should be as comprehensive as possible given the current state of knowledge. They should be periodically re-assessed during development and updated as necessary. Each new version should take into account the latest data, current technology used, regulatory and pharmacopoeial requirements, and should allow traceability to the previous document. Any changes should be carried out according to a written procedure, which should address any implications for product quality such as stability and bio equivalence.
7. Rationales for changes should be recorded and the consequences of a change on product quality and on any on-going clinical trials should be investigated and documented.

Order

8. The order should request the processing and/or packaging of a certain number of units and/or their shipping and be given by or on behalf of the sponsor to the manufacturer. It should be in writing (though it may be transmitted by electronic means), and precise enough to avoid any ambiguity. It should be formally authorised and refer to the Product Specification File and the relevant clinical trial protocol as appropriate.

Product specification file

9. The Product Specification File (see glossary) should be continually updated as development of the product proceeds, ensuring appropriate traceability to the previous versions. It should include, or refer to, the following documents:
 - Specifications and analytical methods for starting materials, packaging materials, intermediate, bulk and finished product;
 - Manufacturing methods;
 - In-process testing and methods;
 - Approved label copy;

- Relevant clinical trial protocols and randomisation codes, as appropriate;
- Relevant technical agreements with contract givers, as appropriate;
- Stability data;
- Storage and shipment conditions.

The above listing is not intended to be exclusive or exhaustive. The contents will vary depending on the product and stage of development. The information should form the basis for assessment of the suitability for certification and release of a particular batch by the Authorised Person and should therefore be accessible to him/her. Where different manufacturing steps are carried out at different locations under the responsibility of different Authorised Persons, it is acceptable to maintain separate files limited to information of relevance to the activities at the respective locations.

Manufacturing formulae and processing instructions

10. For every manufacturing operation or supply there should be clear and adequate written instructions and written records. Where an operation is not repetitive it may not be necessary to produce Master Formulae and Processing Instructions. Records are particularly important for the preparation of the final version of the documents to be used in routine manufacture once the marketing authorisation is granted.
11. The information in the Product Specification File should be used to produce the detailed written instructions on processing, packaging, quality control testing, storage conditions and shipping.

Packaging instructions

12. Investigational medicinal products are normally packed in an individual way for each subject included in the clinical trial. The number of units to be packaged should be specified prior to the start of the packaging operations, including units necessary for carrying out quality control and any retention samples to be kept. Sufficient reconciliations should take place to ensure the correct quantity of each product required has been accounted for at each stage of processing.

Processing, testing and packaging batch records

13. Batch records should be kept in sufficient detail for the sequence of operations to be accurately determined. These records should contain any relevant remarks which justify the procedures used and any changes made, enhance knowledge of the product and develop the manufacturing operations.
14. Batch manufacturing records should be retained at least for the periods specified in relevant regulations.

PRODUCTION

Packaging materials

15. Specifications and quality control checks should include measures to guard

against unintentional unblinding due to changes in appearance between different batches of packaging materials.

Manufacturing operations

16. During development critical parameters should be identified and in-process controls primarily used to control the process. Provisional production parameters and in-process controls may be deduced from prior experience, including that gained from earlier development work. Careful consideration by key personnel is called for in order to formulate the necessary instructions and to adapt them continually to the experience gained in production. Parameters identified and controlled should be justifiable based on knowledge available at the time.
17. Production processes for investigational medicinal products are not expected to be validated to the extent necessary for routine production but premises and equipment are expected to be qualified. For sterile products, the validation of sterilising processes should be of the same standard as for products authorised for marketing. Likewise, when required, virus inactivation/removal and that of other impurities of biological origin should be demonstrated, to assure the safety of biotechnologically derived products, by following the scientific principles and techniques defined in the available guidance in this area.
18. Validation of aseptic processes presents special problems when the batch size is small; in these cases the number of units filled may be the maximum number filled in production. If practicable, and otherwise consistent with simulating the process, a larger number of units should be filled with media to provide greater confidence in the results obtained. Filling and sealing is often a manual or semi-automated operation presenting great challenges to sterility so enhanced attention should be given to operator training, and validating the aseptic technique of individual operators.

Principles applicable to comparator product

19. If a product is modified, data should be available (e.g. stability, comparative dissolution, bioavailability) to demonstrate that these changes do not significantly alter the original quality characteristics of the product.
20. The expiry date stated for the comparator product in its original packaging might not be applicable to the product where it has been repackaged in a different container that may not offer equivalent protection, or be compatible with the product. A suitable use-by date, taking into account the nature of the product, the characteristics of the container and the storage conditions to which the article may be subjected, should be determined by or on behalf of the sponsor. Such a date should be justified and must not be later than the expiry date of the original package. There should be compatibility of expiry dating and clinical trial duration.

Blinding operations

21. Where products are blinded, systems should be in place to ensure that the blind is achieved and maintained while allowing for identification of “blinded” products when necessary, including the batch numbers of the products before the blinding operation. Rapid identification of product should also be possible in an

emergency.

Randomisation code

22. Procedures should describe the generation, security, distribution, handling and retention of any randomisation code used for packaging investigational products, and code-break mechanisms. Appropriate records should be maintained.

Packaging

23. During packaging of investigational medicinal products, it may be necessary to handle different products on the same packaging line at the same time. The risk of product mix up must be minimised by using appropriate procedures and/or, specialised equipment as appropriate and relevant staff training.
24. Packaging and labelling of investigational medicinal products are likely to be more complex and more liable to errors (which are also harder to detect) than for marketed products, particularly when “blinded” products with similar appearance are used. Precautions against mis-labelling such as label reconciliation, line clearance, in-process control checks by appropriately trained staff should accordingly be intensified.
25. The packaging must ensure that the investigational medicinal product remains in good condition during transport and storage at intermediate destinations. Any opening or tampering of the outer packaging during transport should be readily discernible.

Labelling

26. Table 1 summarises the contents of articles 26-30 that follow. The following information should be included on labels, unless its absence can be justified, e.g. use of a centralised electronic randomisation system:
- a) name, address and telephone number of the sponsor, contract research organisation or investigator (the main contact for information on the product, clinical trial and emergency unblinding);
 - b) pharmaceutical dosage form, route of administration, quantity of dosage units, and in the case of open trials¹, the name/identifier and strength/potency;
 - c) the batch and/or code number to identify the contents and packaging operation;
 - d) a trial reference code allowing identification of the trial, site, investigator and sponsor if not given elsewhere;
 - e) the trial subject identification number/treatment number and where relevant, the visit number;
 - f) the name of the investigator (if not included in (a) or (d));

¹ For closed blinded trials, the labelling should include a statement indicating “placebo or [name/identifier] + [strength/potency]”.

- g) directions for use (reference may be made to a leaflet or other explanatory document intended for the trial subject or person administering the product);
 - h) “For clinical trial use only” or similar wording;
 - i) the storage conditions;
 - j) period of use (use-by date, expiry date or re-test date as applicable), in month/year format and in a manner that avoids any ambiguity.
 - k) “keep out of reach of children” except when the product is for use in trials where the product is not taken home by subjects.
27. The address and telephone number of the main contact for information on the product, clinical trial and for emergency unblinding need not appear on the label where the subject has been given a leaflet or card which provides these details and has been instructed to keep this in their possession at all times.
28. Particulars should appear in the official language(s) of the country in which the investigational medicinal product is to be used. The particulars listed in Article 26 should appear on the primary packaging and on the secondary packaging (except for the cases described in Articles 29 and 30). The requirements with respect to the contents of the label on the primary and secondary packaging are summarised in table 1. Other languages may be included.
29. When the product is to be provided to the trial subject or the person administering the medication within a primary packaging together with secondary packaging that is intended to remain together, and the secondary packaging carries the particulars listed in paragraph 26, the following information should be included on the label of the primary package (or any sealed dosing device that contains the primary packaging):
- a) name of sponsor, contract research organisation or investigator;
 - b) pharmaceutical dosage form, route of administration (may be excluded for oral solid dose forms), quantity of dosage units and in the case of open label trials, the name/identifier and strength/potency;
 - c) batch and/or code number to identify the contents and packaging operation;
 - d) a trial reference code allowing identification of the trial, site, investigator and sponsor if not given elsewhere;
 - e) the trial subject identification number/treatment number and where relevant, the visit number.
30. If the primary packaging takes the form of blister packs or small units such as ampoules on which the particulars required in paragraph 26 cannot be displayed, outer packaging should be provided bearing a label with those particulars. The immediate container should nevertheless contain the following:
- a) name of sponsor, contract research organisation or investigator;
 - b) route of administration (may be excluded for oral solid dose forms) and in the case of open label trials, the name/identifier and strength/potency;
 - c) batch and/or code number to identify the contents and packaging operation;

- d) a trial reference code allowing identification of the trial, site, investigator and sponsor if not given elsewhere;
 - e) the trial subject identification number/treatment number and where relevant, the visit number.
31. Symbols or pictograms may be included to clarify certain information mentioned above. Additional information, warnings and/or handling instructions may be displayed².
32. For clinical trials with certain characteristics the following particulars should be added to the original container but should not obscure the original labelling:
- i) name of sponsor, contract research organisation or investigator;
 - ii) trial reference code allowing identification of the trial site, investigator and trial subject.
33. If it becomes necessary to change the use-by date, an additional label should be affixed to the investigational medicinal product. This additional label should state the new use-by date and repeat the batch number. It may be superimposed on the old use-by date, but for quality control reasons, not on the original batch number. This operation should be performed at an appropriately authorised manufacturing site. However, when justified, it may be performed at the investigational site by or under the supervision of the clinical trial site pharmacist, or other health care professional in accordance with national regulations. Where this is not possible, it may be performed by the clinical trial monitor(s) who should be appropriately trained. The operation should be performed in accordance with GMP principles, specific and standard operating procedures and under contract, if applicable, and should be checked by a second person. This additional labelling should be properly documented in both the trial documentation and in the batch records.

QUALITY CONTROL

34. As processes may not be standardised or fully validated, testing takes on more importance in ensuring that each batch meets its specification.
35. Quality control should be performed in accordance with the Product Specification File and in accordance with the required information. Verification of the effectiveness of blinding should be performed and recorded.
36. Samples are retained to fulfil two purposes; firstly to provide a sample for analytical testing and secondly to provide a specimen of the finished product. Samples may therefore fall into two categories:

Reference sample: a sample of a batch of starting material, packaging material, product contained in its primary packaging or finished product which is stored for the purpose of being analysed should the need arise. Where stability permits, reference samples from critical intermediate stages (e.g. those

² E.g. labels for cytotoxic products or for products requiring special storage conditions

requiring analytical testing and release) or intermediates, which are transported outside of the manufacturer's control should be kept.

Retention sample: a sample of a packaged unit from a batch of finished product for each packaging run/trial period. It is stored for identification purposes. For example, presentation, packaging, labelling, leaflet, batch number, expiry date should the need arise.

In many instances the reference and retention samples will be presented identically, i.e. as fully packaged units. In such circumstances, reference and retention samples may be regarded as interchangeable.

Reference and retention samples of investigational medicinal product, including blinded product should be kept for at least two years after completion or formal discontinuation of the last clinical trial in which the batch was used, whichever period is the longer.

Consideration should be given to keeping retention samples until the clinical report has been prepared to enable confirmation of product identity in the event of, and as part of an investigation into inconsistent trial results.

37. The storage location of Reference and Retention samples should be defined in a Technical Agreement between the sponsor and manufacturer(s) and should allow timely access by the competent authorities.

The *reference sample* should be of sufficient size to permit the carrying out, on, at least, two occasions, of the full analytical controls on the batch in accordance with the IMP dossier submitted for authorisation to conduct the clinical trial.

In the case of *retention samples*, it is acceptable to store information related to the final packaging as written or electronic records if such records provide sufficient information. In the case of the latter, the system should comply with the requirements of Annex 11.

RELEASE OF BATCHES

38. Release of investigational medicinal products (see paragraph 43) should not occur until after the Authorised Person has certified that the relevant requirements have been met. The Authorised Person should take into account the elements listed in paragraph 40 as appropriate.

39. [...]^{*}

40. Assessment of each batch for certification prior to release may include as appropriate:

- batch records, including control reports, in-process test reports and release reports demonstrating compliance with the product specification file, the

* This Section is specific to the EU GMP Guide and has not been adopted by PIC/S.

order, protocol and randomisation code. These records should include all deviations or planned changes, and any consequent additional checks or tests, and should be completed and endorsed by the staff authorised to do so according to the quality system;

- production conditions;
- the validation status of facilities, processes and methods;
- examination of finished packs;
- where relevant, the results of any analyses or tests performed after importation;
- stability reports;
- the source and verification of conditions of storage and shipment;
- audit reports concerning the quality system of the manufacturer;
- Documents certifying that the manufacturer is authorised to manufacture investigational medicinal products or comparators for export by the appropriate authorities in the country of export;
- where relevant, regulatory requirements for marketing authorisation, GMP standards applicable and any official verification of GMP compliance;
- all other factors of which the QP is aware that are relevant to the quality of the batch.

The relevance of the above elements is affected by the country of origin of the product, the manufacturer, and the marketed status of the product (with or without a marketing authorisation, in the EU or in a third country) and its phase of development.

The sponsor should ensure that the elements taken into account by the Authorised Person when certifying the batch are consistent with the required information. See also 44.

41. Where investigational medicinal products are manufactured and packaged at different sites under the supervision of different Authorised Persons, recommendations should be followed as applicable.
42. Where, permitted in accordance with local regulations, packaging or labelling is carried out at the investigator site by, or under the supervision of a clinical trials pharmacist, or other health care professional as allowed in those regulations, the Authorised Person is not required to certify the activity in question. The sponsor is nevertheless responsible for ensuring that the activity is adequately documented and carried out in accordance with the principles of GMP and should seek the advice of the Authorised Person in this regard.

SHIPPING

43. Investigational medicinal products should remain under the control of the Sponsor until after completion of a two-step procedure: certification by the Authorised Person; and release following fulfilment of the relevant requirements. The Sponsor should ensure that the details set out in the clinical trial application and considered by the Authorised Person are consistent with what is finally accepted by the Competent Authorities. Suitable arrangements to meet this requirement should be established. In practical terms, this can best be achieved through a change control process for the Product Specification File and defined in a Technical Agreement between the Authorised Person and the Sponsor. Both steps should be recorded and retained in the relevant trial files held by or on behalf of the sponsor.
44. Shipping of investigational products should be conducted according to instructions given by or on behalf of the sponsor in the shipping order.
45. De-coding arrangements should be available to the appropriate responsible personnel before investigational medicinal products are shipped to the investigator site.
46. A detailed inventory of the shipments made by the manufacturer or importer should be maintained. It should particularly mention the addressees' identification.
47. Transfers of investigational medicinal products from one trial site to another should remain the exception. Such transfers should be covered by standard operating procedures. The product history while outside of the control of the manufacturer, through for example, trial monitoring reports and records of storage conditions at the original trial site should be reviewed as part of the assessment of the product's suitability for transfer and the advice of the Authorised Person should be sought. The product should be returned to the manufacturer, or another authorised manufacturer for re-labelling, if necessary, and certification by a Authorised Person. Records should be retained and full traceability ensured.

COMPLAINTS

48. The conclusions of any investigation carried out in relation to a complaint which could arise from the quality of the product should be discussed between the manufacturer or importer and the sponsor (if different). This should involve the Authorised Person and those responsible for the relevant clinical trial in order to assess any potential impact on the trial, product development and on subjects.

RECALLS AND RETURNS

Recalls

49. Procedures for retrieving investigational medicinal products and documenting this retrieval should be agreed by the sponsor, in collaboration with the manufacturer or importer where different. The investigator and monitor need to

understand their obligations under the retrieval procedure.

50. The Sponsor should ensure that the supplier of any comparator or other medication to be used in a clinical trial has a system for communicating to the Sponsor the need to recall any product supplied.

Returns

51. Investigational medicinal products should be returned on agreed conditions defined by the sponsor, specified in approved written procedures.
52. Returned investigational medicinal products should be clearly identified and stored in an appropriately controlled, dedicated area. Inventory records of the returned medicinal products should be kept.

DESTRUCTION

53. The Sponsor is responsible for the destruction of unused and/or returned investigational medicinal products. Investigational medicinal products should therefore not be destroyed without prior written authorisation by the Sponsor.
54. The delivered, used and recovered quantities of product should be recorded, reconciled and verified by or on behalf of the sponsor for each trial site and each trial period. Destruction of unused investigational medicinal products should be carried out for a given trial site or a given trial period only after any discrepancies have been investigated and satisfactorily explained and the reconciliation has been accepted. Recording of destruction operations should be carried out in such a manner that all operations may be accounted for. The records should be kept by the Sponsor.
55. When destruction of investigational medicinal products takes place a dated certificate of, or receipt for destruction, should be provided to the sponsor. These documents should clearly identify, or allow traceability to, the batches and/or patient numbers involved and the actual quantities destroyed.

TABLE 1. SUMMARY OF LABELLING DETAILS (§26 to 30)

a) name, address and telephone number of the sponsor, contract research organisation or investigator (the main contact for information on the product, clinical trial and emergency unblinding);	<p style="text-align: center;">GENERAL CASE For both the primary and secondary packaging (§26)</p> <div style="border: 2px solid black; padding: 10px; text-align: center;"> <p>Particulars</p> <p>a⁴ to k</p> </div>
b) pharmaceutical dosage form, route of administration, quantity of dosage units, and in the case of open trials ³ , the name/identifier and strength/potency;	<p style="text-align: center;">PRIMARY PACKAGE Where primary and secondary packaging remain together throughout (§29)⁵</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>a⁶ b⁷ c d e</p> </div>
c) the batch and/or code number to identify the contents and packaging operation;	<p style="text-align: center;">PRIMARY PACKAGE Blisters or small packaging units (§30)⁵</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>a⁶ b^{7,8} c d e</p> </div>
d) a trial reference code allowing identification of the trial, site, investigator and sponsor if not given elsewhere;	
e) the trial subject identification number / treatment number and where relevant, the visit number;	
f) the name of the investigator (if not included in (a) or (d));	
g) directions for use (reference may be made to a leaflet or other explanatory document intended for the trial subject or person administering the product	
h) “for clinical trial use only” or similar wording;	
i) the storage conditions;	
j) period of use (use-by date, expiry date or re-test date as applicable), in month/year format and in a manner that avoids any ambiguity.	
k) “keep out of reach of children” except when the product is for use in trials where the product is not taken home by subjects.	

³ For closed blinded trials, the labelling should include a statement indicating “placebo or [name/identifier] + [strength/potency]”.

⁴ The address and telephone number of the main contact for information on the product, clinical trial and for emergency unblinding need not appear on the label where the subject has been given a leaflet or card which provides these details and has been instructed to keep this in their possession at all times (§ 27).

⁵ When the outer packaging carries the particulars listed in Article 26.

⁶ The address and telephone number of the main contact for information on the product, clinical trial and for emergency unblinding need not be included.

⁷ Route of administration may be excluded for oral solid dose forms.

⁸ The pharmaceutical dosage form and quantity of dosage units may be omitted.

ANNEX 14

MANUFACTURE OF MEDICINAL PRODUCTS DERIVED FROM HUMAN BLOOD OR PLASMA

CONTENTS

Glossary

1. Scope
2. Principles
3. Quality Management
4. Traceability and Post Collection Measures
5. Premises and equipment
6. Manufacturing
7. Quality Control
8. Release of intermediate and finished products
9. Retention of plasma pool samples
10. Disposal of waste

GLOSSARY

Blood

Blood¹ means whole blood collected from a single (human) donor and processed either for transfusion or for further manufacturing.

Blood component

A blood component² means a therapeutic constituent of blood (red cells, white cells, platelets and plasma) that can be prepared by various methods, using conventional blood bank methodology (e.g. centrifugation, filtration, freezing). This does not include haematopoietic progenitor cells.

Blood establishment

A blood establishment³ is any structure or body that is responsible for any aspect of the collection and testing of human blood and blood components, whatever their intended purpose, and their processing, storage and distribution when intended for transfusion.

Blood products

A blood product⁴ means any therapeutic product derived from human blood or plasma.

Fractionation, fractionation plant

Fractionation is the manufacturing process in a plant (fractionation plant) during which plasma components are separated/purified by various physical and chemical methods such as e.g. precipitation, chromatography.

¹ For EU/EEA as referred to in Directive 2002/98/EC (Art. 3a)

² For EU/EEA as referred to in Directive 2002/98/EC (Art. 3b)

³ For EU/EEA as referred to in Directive 2002/98/EC (Art. 3e)

⁴ For EU/EEA as referred to in Directive 2002/98/EC (Art. 3c)

Good Practice guidelines

Good practice guidelines give interpretation on the national standards and specifications defined for quality systems in blood establishments⁵.

Medicinal products derived from human blood or human plasma

Medicinal products derived from human blood or human plasma⁶ are medicinal products based on blood constituents which are prepared industrially by public or private establishments.

Plasma for fractionation

Plasma for fractionation is the liquid part of human blood remaining after separation of the cellular elements from blood collected in a container containing an anticoagulant, or separated by continuous filtration or centrifugation of anti-coagulated blood in an apheresis procedure; it is intended for the manufacture of plasma derived medicinal products, in particular albumin, coagulation factors and immunoglobulins of human origin and specified in the European (or other relevant) Pharmacopoeia (Ph. Eur.) monograph "Human Plasma for fractionation" (0853).

Plasma Master File (PMF)

A Plasma Master File⁷ is a stand-alone document, which is separate from the dossier for marketing authorisation. It provides all relevant detailed information on the characteristics of the entire human plasma used as a starting material and/or a raw material for the manufacture of sub/intermediate fractions, constituents of the excipients and active substances, which are part of plasma, derived medicinal products or medical devices.

Processing

Processing⁸ means any step in the preparation of blood component that is carried out between the collection of blood and the issuing of a blood component, e.g. separation and freezing of blood components. In this Annex, processing in addition refers to those operations performed at the blood establishment that are specific to plasma to be used for fractionation.

Responsible Person (RP)

A person responsible for securing that each batch of (biological) active substance or medicinal product has been manufactured and checked in compliance with the laws in force and in accordance with the specifications and/or requirements of the marketing authorisation. The RP is equivalent to the EU term "Qualified Person"⁹.

Responsible Person (RP) for blood establishment

A person responsible for ensuring that every unit of blood or blood components has been collected and tested, processed, stored and distributed in compliance with the laws in force. This term is equivalent to the EU term "Responsible Person"¹⁰.

⁵ For EU/EEA as established in the Annex of Directive 2005/62/EC

⁶ For EU/EEA as referred to as referred to in Directive 2001/83/EC (Art. 1 No. 10)

⁷ For EU/EEA as referred to in Directive 2001/83/EC (Annex I, Part III, No. 1.1.a)

⁸ For EU/EEA as according to the terminology of directive 2005/62/EC

⁹ For EU/EEA, see Article 48 of Directive 2001/83/EC and Article 52 of Directive 2001/82/EC.

¹⁰ For EU/EEA, see Article 9 of Directive 2002/98/EC.

Contract fractionation program

This is a contract fractionation in a national plant of a fractionator/manufacturer, using starting material from other countries and manufacturing products not intended for the national market.

1. SCOPE

- 1.1 The provisions of this Annex apply to medicinal products derived from human blood or plasma, fractionated in or imported into the country. The Annex applies also to the starting material (e.g. human plasma) for these products. In line with national legislation¹¹ the requirements may apply also for stable derivatives of human blood or human plasma (e.g. Albumin) incorporated into medical devices.
- 1.2 This Annex defines specific Good Manufacturing Practices (GMP) requirements for collection, processing, storage and transport of human plasma used for fractionation and for the manufacture of medicinal products derived from human blood or plasma.
- 1.3 The Annex addresses specific provisions for when starting material is imported from other countries and for contract fractionation programs for other countries.
- 1.4 The Annex does not apply to blood components intended for transfusion.

2. PRINCIPLES

- 2.1 Medicinal products derived from human blood or plasma (and their active substances which are used as starting materials) must comply with the principles and guidelines of Good Manufacturing Practice¹² as well as the relevant marketing authorisation. They are considered to be biological medicinal products and the starting materials include biological substances, such as cells or fluids (including blood or plasma) of human origin. Certain special features arise from the biological nature of the source material. For example, disease-transmitting agents, especially viruses, may contaminate the source material. The quality and safety of these products relies therefore on the control of source materials and their origin as well as on the subsequent manufacturing procedures, including infectious marker testing, virus removal and virus inactivation.
- 2.2 In principle active substances used as starting material for medicinal products must comply with the principles and guidelines of Good Manufacturing Practice (see 2.1). For starting materials derived from human blood and plasma national¹³ or international requirements for blood establishments involved in the collection, preparation and testing are to be followed. Collection, preparation and testing must be performed in accordance with an appropriate quality

¹¹ For EU/EEA as set out in Directive 2003/63/EC

¹² For EU/EEA this is laid down in Commission Directive 2003/94/EC and the EU Guidelines on GMP published by the European Commission.

¹³ For EU/EEA requirement for the collection and testing are defined in Directive 2002/98/EC.

system¹⁴ and for which standards and specifications are defined. Furthermore, the national¹⁵ or international requirements on traceability and serious adverse reactions and serious adverse event notifications from the donor to the recipient should be applied. Reference is hereby made to international guidelines as defined in the addendum. In addition the monographs of the relevant Pharmacopoeia¹⁶ are to be observed.

- 2.3 Starting material for the manufacture of medicinal products derived from human blood or plasma imported from other countries and intended for use or distribution within the country must meet the national¹⁷ standards.
- 2.4 In the case of contract fractionation programs the starting material imported from other countries must comply with the national or equivalent¹⁸ quality and safety requirements for blood components. The activities conducted within the country must fully comply with GMP. Consideration should be given to national¹⁹ standards and specifications relating to a quality system for blood establishments, the traceability requirements and notification of serious adverse reactions and events and the relevant WHO guidelines and recommendations as listed in the addendum.
- 2.5 All subsequent steps after collection and testing (e.g. processing (including separation), freezing, storage and transport to the manufacturer) must therefore be done in accordance with the principles and guidelines of Good Manufacturing Practice²⁰. Normally, these activities would be carried out under the responsibility of a Responsible Person in an establishment with a manufacturing authorisation. Where specific processing steps in relation to plasma for fractionation take place in a blood establishment, the specific appointment of a Responsible Person may, however, not be proportionate given the presence and responsibility of a Responsible Person of the blood establishment. To address this particular situation and to ensure the legal responsibilities of the Responsible Person are properly addressed, the fractionation plant/manufacturer should establish a contract in accordance with Chapter 7 of the GMP Guide with the blood establishment that defines respective responsibilities and the detailed requirements in order to ensure

¹⁴ For EU/EEA standards and specifications for quality systems are defined in the Annex of Directive 2005/62/EC and interpreted in the Good Practice guidelines referred to in Article 2 (2) of Directive 2005/62/EC.

¹⁵ For EU/EEA requirements on traceability and serious adverse reactions and serious adverse event notifications are defined in Directive 2005/61/EC.

¹⁶ For EU/EEA this is the European Pharmacopoeia as defined in Directive 2002/98/EC.

¹⁷ For EU/EEA these standards are equivalent to Community Standards and specifications relating to a quality system for blood establishments as set out in Commission Directive 2005/62/EC (Recital 6; Article 2(3)), the traceability and serious adverse reaction and serious adverse event notification requirements as set out in Commission Directive 2005/61/EC (Recital 5; Article 7), and the technical requirements for blood and blood components as set out in Commission Directive 2004/33/EC (Recital 4; point 2.3 of Annex V).

¹⁸ For EU/EEA reference is made to the quality and safety requirements as laid down in Directive 2002/98/EC and in Annex V of Directive 2004/33/EC.

¹⁹ For EU/EEA considerations should be given to the Community standards and specifications relating to a quality system for blood establishments set out in Commission Directive 2005/62/EC and the traceability requirements and notification of serious adverse reactions and events as set out in Commission Directive 2005/61/EC.

²⁰ For EU/EEA the requirements of Directive 2001/83/EC apply.

compliance. The Responsible Person of the blood establishment and the Responsible Person of the fractionation/manufacturing plant (see 3.5) should be involved in drawing up this contract. The Responsible Person should ensure that audits are performed to confirm that the blood establishment complies with the contract.

- 2.6 Depending on national legislation, specific requirements for documentation and other arrangements relating to the starting material of plasma-derived medicinal products are defined in the Plasma Master File.

3. QUALITY MANAGEMENT

- 3.1 Quality management should govern all stages from donor selection in the blood establishment up to delivery of the finished product by the finished product manufacturer. Traceability of each donation up to and including the delivery of plasma to the fractionation plant should be ensured by the blood establishment through accurate identification procedures, record maintenance and an appropriate labelling system according to national²¹ or international requirements, and should be maintained during further manufacturing and distribution of final products by the manufacturer.
- 3.2 Blood or plasma used as source material for the manufacture of medicinal products must be collected and processed by blood establishments and be tested in laboratories which apply quality systems in accordance with national²² or international standards. Reference is made to documents listed in the addendum. The blood establishments have to be authorised and subject to regular inspections by a national competent authority²³. Contract fractionation programs have to be notified to the competent authority by the manufacturer²⁴.
- 3.3 If plasma is imported from other countries it should only be purchased from approved suppliers (e.g. blood establishments, including external warehouses). They should be named in the specifications for starting materials as defined by the fractionation plant/manufacturer, and be accepted by the competent authority (e.g. following an inspection) of the importing country and by the Responsible Person of the importing fractionation plant. Certification and release of plasma (plasma for fractionation) as starting material is mentioned in section 6.8.
- 3.4 Supplier qualification, including audits, should be performed by the fractionation plant/manufacturer of the finished product including test laboratory according to written procedures. Re-qualification of suppliers should be performed at regular intervals taking a risk-based approach into account.
- 3.5 The fractionation plant/manufacturer of the finished product should establish written contracts with the supplying blood establishments. As a minimum the following key aspects should be addressed:
- definition of duties and respective responsibilities

²¹ For EU/EEA reference is made to Directive 2005/61/EC and to Directive 2005/62/EC.

²² For EU/EEA reference is made to Directive 2005/62/EC.

²³ For EU/EEA as referred to in Directive 2002/98/EC

²⁴ For EU/EEA it is the competent authority as referred to in Directive 2001/83/EC.

- quality system and documentation requirements
- donor selection criteria and testing
- requirements for the separation of blood into blood components/plasma
- freezing of plasma
- storage and transport of plasma
- traceability and post donation / collection information (including adverse events).

The test results of all units supplied by the blood establishment should be available to the fractionation plant/manufacturer of the medicinal product. In addition, any fractionation step subcontracted should be defined in a written contract.

- 3.6 A formal change control system should be in place to plan, evaluate and document all changes that may affect the quality or safety of the products, or traceability. The potential impact of proposed changes should be evaluated. The need for additional testing and validation, especially viral inactivation and removal steps, should be determined.
- 3.7 An adequate safety strategy should be in place to minimise the risk from infectious agents and emerging infectious agents. This strategy should involve a risk assessment that:
- defines an inventory holding time (internal quarantine time) before processing the plasma i.e. to remove look back units²⁵.
 - considers all aspects of virus reduction and/or testing for infectious agents or surrogates.
 - considers the virus reduction capabilities, the pool size and other relevant aspects of the manufacturing processes.

4. TRACEABILITY AND POST COLLECTION MEASURES

- 4.1 There must be a system in place that enables each donation to be traced, from the donor and the donation via the blood establishment through to the batch of medicinal product and vice versa.
- 4.2 Responsibilities for traceability of the product should be defined (there should be no gaps):
- from the donor and the donation in the blood establishment to the fractionation plant (this is the responsibility of the RP of the blood establishment);
 - from the fractionation plant to the manufacturer of the medicinal product and any secondary facility, whether a manufacturer of a medicinal product or of a medical device (this is the responsibility of the RP).

²⁵ Plasma units donated by donors during a defined period (as defined on a national / EU basis) before it is found that a donation from a high-risk donor should have been excluded from processing, e.g. due to a positive test result.

- 4.3 Data needed for full traceability must be stored according to national legislation²⁶.
- 4.4 The contracts (as mentioned in 3.5) between the blood establishments (including testing laboratories) and the fractionation plant/manufacturer should ensure that traceability and post collection measures cover the complete chain from the collection of the plasma to all manufacturers responsible for release of the final products.
- 4.5 The blood establishments should notify the fractionating plant/manufacturer of any event which may affect the quality or safety of the product including serious adverse events and reactions²⁷ and other relevant information found subsequent to donor acceptance or release of the plasma, e.g. look back information²⁸ (post-collection information). Where the fractionation plant/manufacturer is located in another country, the information should be forwarded to the manufacturer responsible for release in the country of any product manufactured from the plasma concerned. In both cases, if relevant for the quality or safety of the final product, this information should be forwarded to the competent authority²⁹ responsible for the fractionation plant/manufacturer as required by national legislation.
- 4.6 The notification procedure as described in 4.5 also applies when an inspection of a blood establishment by a competent authority leads to a withdrawal of an existing licence/certificate/ approval.
- 4.7 The management of post-collection information should be described in standard operating procedures and taking into account obligations and procedures for informing the competent authorities. Post-collection measures should be available as defined in national or relevant international recommendations³⁰.

The blood establishment and the fractionation/manufacturer should inform each other if, following donation:

- It is found that the donor did not meet the relevant donor health criteria;
- A subsequent donation from a donor previously found negative for viral markers is found positive for any of the viral markers;
- It is discovered that testing for viral markers has not been carried out according to agreed procedures;
- The donor has developed an infectious disease caused by an agent potentially transmissible by plasma-derived products (HBV, HCV, HAV and

²⁶ For EU/EEA this is for at least 30 years according to Article 4 of Directive 2005/61/EC and Article 14 of Directive 2002/98/EC. Both Directives are linked to Article 109 of Directive 2001/83/EC by defining specific rules for medicinal products derived from human blood or plasma.

²⁷ For EU/EEA reference is made to in Annex II part A and Annex III part A of Directive 2005/61/EC.

²⁸ Information that appears if a subsequent donation from a donor previously found negative for viral markers is found positive for any of the viral markers or any other risk factors which may induce a viral infection.

²⁹ For EU/EEA this is the competent authority as referred to in Directive 2001/83/EC.

³⁰ For EU/EEA referene is made to the "Note for Guidance on Plasma Derived Medicinal Products" in its current version as adopted by the Committee for Medicinal Products for Human Use (CHMP) and published by the European Medicines Agency. Current version at date of publication: CPMP/BWP/269/95.

other non-A, non-B, non-C hepatitis viruses, HIV-1 and 2 and other agents in the light of current knowledge);

- The donor develops Creutzfeldt-Jakob disease (CJD or vCJD);
- The recipient of blood or a blood component develops post-transfusion infection which implicates or can be traced back to the donor.

In the event of any of the above, a re-assessment of the batch documentation should always be carried out. The need for withdrawal of the given batch should be carefully considered, taking into account criteria such as the transmissible agent involved, the size of the pool, the time period between donation and seroconversion, the nature of the product and its manufacturing method.

5. PREMISES AND EQUIPMENT

- 5.1 In order to minimise microbiological contamination or the introduction of foreign material into the plasma pool, thawing and pooling of plasma units should be performed in an area conforming at least to the Grade D requirements defined in Annex 1 of the PIC/S GMP Guide. Appropriate clothing should be worn including face masks and gloves. All other open manipulations during the manufacturing process should be done under conditions conforming to the appropriate requirements of Annex 1 of the PIC/S GMP Guide.
- 5.2 Environmental monitoring should be performed regularly, especially during the 'opening' of plasma containers, and during subsequent thawing and pooling processes in accordance with Annex 1 of the PIC/S GMP Guide.
- 5.3 In the production of plasma-derived medicinal products, appropriate viral inactivation or removal procedures are used and steps should be taken to prevent cross contamination of treated with untreated products. Dedicated and distinct premises and equipment should be used for manufacturing steps before and after viral inactivation treatment.
- 5.4 To avoid placing routine manufacture at risk of contamination from viruses used during validation studies, the validation of methods for virus reduction should not be conducted in production facilities. Validation should be performed according to international recommendations³¹.

6. MANUFACTURING

Starting material

- 6.1 The starting material should comply with the requirements of all relevant monographs of the relevant Pharmacopoeia and of the conditions laid down in the respective marketing authorisation dossier (including the Plasma Master File if applicable). These requirements should be defined in the written contract

³¹ For EU/EEA reference is made to the "Note for Guidance on Virus Validation Studies: The Design, Contribution and Interpretation of Studies validating the Inactivation and Removal of Viruses" in its current version as adopted by the Committee for Medicinal Products for Human Use (CHMP) and published by the European Medicines Agency. Current version at date of publication: CHMP/BWP/268/95.

(see 3.5) between the blood establishment and the fractionating plant/manufacturer and controlled through the quality system.

- 6.2. Starting material imported for contract fractionation programs should comply with the requirements as specified in 2.4.
- 6.3 Depending on the type of collection (i.e. either whole blood collection or automated apheresis) different processing steps may be required. All processing steps (e.g. centrifugation and/or separation, sampling, labelling, freezing) should be defined in written procedures.
- 6.4 Any mix-ups of units and of samples, especially during labelling, as well as any contamination, e.g. when cutting the tube segments/sealing the containers, must be avoided.
- 6.5 Freezing is a critical step for the recovery of proteins that are labile in plasma, e.g. clotting factors. Freezing should therefore be performed as soon as possible after collection (see the European Pharmacopoeia monograph No 0853 "*Human Plasma for Fractionation*" and where relevant, monograph No 1646 "*Human Plasma pooled and treated for virus inactivation*", or other relevant Pharmacopoeia), following a validated method.
- 6.6 The storage and transport of blood or plasma at any stage in the transport chain to the fractionation plant should be defined and recorded. Any deviation from the defined temperature should be notified to the fractionation plant. Qualified equipment and validated procedures should be used.

Certification/release of plasma for fractionation as starting material

- 6.7 Plasma for fractionation should only be released, i.e. from a quarantine status, through systems and procedures that assure the quality needed for the manufacture of the finished product. It should only be distributed to the plasma fractionation plant/manufacturer after it has been documented by the Responsible Person of the blood establishment (or in case of blood/plasma collection in other countries by a person with equivalent responsibilities and qualifications) that the plasma for fractionation does comply with the requirements and specifications defined in the respective written contracts and that all steps have been performed in accordance with Good Practice and GMP Guidelines, as appropriate.
- 6.8 On entering the fractionation plant, the plasma units should be released for fractionation under the responsibility of the Responsible Person. The Responsible Person should confirm that the plasma complies with the requirements of all relevant monographs and the conditions laid down in the respective marketing authorisation dossier (including the Plasma Master File if applicable) or, in case of plasma to be used for contract fractionation programs, with the requirements as specified in 2.4.

Processing of plasma for fractionation

- 6.9 The steps used in the fractionation process vary according to product and manufacturer and usually include several fractionation/purification procedures,

some of which may contribute to the inactivation and/or removal of potential contamination.

- 6.10 Requirements for the processes of pooling, pool sampling and fractionation/purification and virus inactivation/removal should be defined and followed thoroughly.
- 6.11 The methods used in the viral inactivation process should be undertaken with strict adherence to validated procedures and in compliance with the methods used in the virus validation studies. Detailed investigation of failures in virus inactivation procedures should be performed. Adherence to the validated production process is especially important in the virus reduction procedures as any deviation could result in a safety risk for the final product. Procedures which take this risk into consideration should be in place.
- 6.12 Any reprocessing or reworking may only be performed after a quality risk management exercise has been performed and using processing steps as defined in the relevant marketing authorisation.
- 6.13 A system for clearly segregating/distinguishing between products or intermediates which have undergone a process of virus reduction, from those which have not, should be in place.
- 6.14 Depending on the outcome of a thorough risk management process (taking into consideration possible differences in epidemiology) production in campaigns including clear segregation and defined validated cleaning procedures should be adopted when plasma/intermediates of different origins is processed at the same plant. The requirement for such measures should be based on international recommendations³². The risk management process should consider whether it is necessary to use dedicated equipment in the case of contract fractionation programs.
- 6.15 For intermediate products intended to be stored, a shelf-life should be defined based on stability data.
- 6.16 The storage and transport of intermediate and finished medicinal products at any stage of the transport chain should be specified and recorded. Qualified equipment and validated procedures should be used.

7. QUALITY CONTROL

- 7.1 Testing requirements for viruses or other infectious agents should be considered in the light of knowledge emerging on infectious agents and on the availability of appropriate, validated test methods.
- 7.2 The first homogeneous plasma pool (e.g. after separation of the cryoprecipitate from the plasma pool) should be tested using validated test methods of suitable

³² For EU/EEA, see Guideline on Epidemiological Data on Blood Transmissible Infections, EMEA/CPMP/BWP/125/04.

sensitivity and specificity, according to the relevant Pharmacopoeia monographs³³.

8. RELEASE OF INTERMEDIATE AND FINISHED PRODUCTS

- 8.1 Only batches derived from plasma pools tested and found negative for virus markers / antibodies and found in compliance with the relevant Pharmacopoeia monographs, including any specific virus cut-off limits, and with the approved specifications (e.g. Plasma Master File if applicable), should be released.
- 8.2 The release of intermediates intended for further in-house processing or delivery to a different site and the release of finished products should be performed by the Responsible Person and in accordance with the approved marketing authorisation.
- 8.3. The release of intermediates and final products used in contract fractionation programs should be performed by the Responsible Person on the basis of standards agreed with the contract giver and compliance with PIC/S GMP standards.

9. RETENTION OF PLASMA POOL SAMPLES

One plasma pool may be used to manufacture more than one batch and/or product. Retention samples and corresponding records from every pool should be kept for at least one year after the expiry date of the finished medicinal product with the longest shelf-life derived from the pool.

10. DISPOSAL OF WASTE

There should be written procedures for the safe and documented storage and disposal of waste, disposable and rejected items (e.g. contaminated units, units from infected donors, out of date blood, plasma, intermediate or finished products).

ADDENDUM

The Addendum lists EU-specific directives and guidelines which give further guidance on specific topics or must be implemented by EU/EEA Member States.

³³ For EU/EEA reference is made to the relevant European Pharmacopoeia monographs (e.g. No 0853).

Addendum

A) EU/EEA Member States have been obliged to implement the following Directives and guidelines:

1. for collection and testing of blood and blood components:

Directive/Guidelines	Title	Scope
Directive 2002/98/EC of the European Parliament and of the Council	Setting standards of quality and safety for the collection, testing, processing, storage and distribution of human blood and blood components, amending Directive 2001/83/EC.	Art.2 Defines standards of quality and safety for the collection and testing of human blood and blood components, whatever their intended purpose, and for their processing, storage and distribution when intended for transfusion.
Commission Directive 2004/33/EC	Implementing Directive 2002/98/EC of the European Parliament and of the Council as regards certain technical requirements for blood and blood components	Defines the provision of information to prospective donors and information required from donors (Part A and B, Annex II), eligibility of donors (Annex III), storage, transport and distribution conditions for blood and blood components (Annex IV), as well as quality and safety requirements for blood and blood components (Annex V).
Commission Directive 2005/61/EC	Implementing Directive 2002/98/EC of the European Parliament and of the Council as regards traceability requirements and notification of serious adverse reactions and events.	Defines traceability requirements for blood establishments, donors, blood and blood components, and for the final destination of each unit, whatever the intended purpose. It further defines the reporting requirements in the event of serious adverse events and reactions.
Commission Directive 2005/62/EC	Implementing Directive 2002/98/EC of the European Parliament and of the Council as regards Community standards and specifications relating to a quality system for blood establishments.	Defines the implementation of quality system standards and specifications as referred to in article 47 of Directive 2001/83/EC.

2. for collection and regulatory submission of data/information for plasma for fractionation:

Directive/ Guidelines	Title	Scope
Directive 2001/83/EC of the European Parliament and the Council	On the Community Code relating to medicinal products for human use.	Art. 2 Medicinal products for human use intended to be placed on the market in Member States and either prepared industrially or manufactured by a method involving an industrial process, covering medicinal products derived from human blood or human plasma.
Commission Directive 2003/63/EC	Amending Directive 2001/83/EC of the European Parliament and of the Council on the Community code relating to medicinal products for human use; Amending the Annex on documentation of medicinal products	
Commission Directive 2003/94/EC	Laying down the principles and guidelines of good manufacturing practice in respect of medicinal products for human use and investigational medicinal products for human use	Art. 1 Principles and guidelines of good manufacturing practice in respect of medicinal products for human use and investigational medicinal products for human use
EU Guidelines to Good Manufacturing Practice	Giving interpretation on the principles and guidelines on GMP	
EMA/CHMP/BWP/37 94/03 Rev.1, 15. Nov. 2006	Guideline on the Scientific data requirements for a Plasma Master File (PMF) Revision 1	
EMA/CPMP/BWP/12 5/04 EMA Guideline	Guideline on Epidemiological Data on Blood Transmissible Infections	

B. Other relevant documents:

Document	Title	Scope
PE 005	PIC/S GMP Guide for blood establishments	Guidance for GMP for blood establishments
Recommendation No. R (95) 15 (Council of Europe)	Guide to the Preparation, use and quality assurance of blood components	
World Health Organization WHO Technical Report Series No 941, 2007; Annex 4	WHO Recommendations for the production, control and regulation of human plasma for fractionation	Guidance on the production, control and regulation of human plasma for fractionation, adopted by the 56 th meeting of the WHO Expert Committee on Biological Standardization, 24-28 October 2005
World Health Organization, WHO Technical Report Series, No. 961, 2011; Annex 4	WHO guidelines on Good Manufacturing Practices for blood establishments	

Reference should be made to the latest revisions of these documents for current guidance.

ANNEX 15

QUALIFICATION AND VALIDATION

PRINCIPLE

1. This Annex describes the principles of qualification and validation which are applicable to the manufacture of medicinal products. It is a requirement of GMP that manufacturers identify what validation work is needed to prove control of the critical aspects of their particular operations. Significant changes to the facilities, the equipment and the processes, which may affect the quality of the product, should be validated. A risk assessment approach should be used to determine the scope and extent of validation.

PLANNING FOR VALIDATION

2. All validation activities should be planned. The key elements of a validation programme should be clearly defined and documented in a validation master plan (VMP) or equivalent documents.
3. The VMP should be a summary document which is brief, concise and clear.
4. The VMP should contain data on at least the following:
 - a) validation policy;
 - b) organisational structure of validation activities;
 - c) summary of facilities, systems, equipment and processes to be validated;
 - d) documentation format: the format to be used for protocols and reports;
 - e) planning and scheduling;
 - f) change control;
 - g) reference to existing documents.
5. In case of large projects, it may be necessary to create separate validation master plans.

DOCUMENTATION

6. A written protocol should be established that specifies how qualification and validation will be conducted. The protocol should be reviewed and approved. The protocol should specify critical steps and acceptance criteria.
7. A report that cross-references the qualification and/or validation protocol should be prepared, summarising the results obtained, commenting on any deviations observed, and drawing the necessary conclusions, including recommending changes necessary to correct deficiencies. Any changes to the plan as defined in the protocol should be documented with appropriate justification.
8. After completion of a satisfactory qualification, a formal release for the next step in qualification and validation should be made as a written authorisation.

QUALIFICATION

Design qualification

9. The first element of the validation of new facilities, systems or equipment could be design qualification (DQ).
10. The compliance of the design with GMP should be demonstrated and documented.

Installation qualification

11. Installation qualification (IQ) should be performed on new or modified facilities, systems and equipment.
12. IQ should include, but not be limited to the following:
 - a) installation of equipment, piping, services and instrumentation checked to current engineering drawings and specifications;
 - b) collection and collation of supplier operating and working instructions and maintenance requirements;
 - c) calibration requirements;
 - d) verification of materials of construction.

Operational qualification

13. Operational qualification (OQ) should follow Installation qualification.
14. OQ should include, but not be limited to the following:
 - a) tests that have been developed from knowledge of processes, systems and equipment;
 - b) tests to include a condition or a set of conditions encompassing upper and lower operating limits, sometimes referred to as "worst case" conditions.

15. The completion of a successful Operational qualification should allow the finalisation of calibration, operating and cleaning procedures, operator training and preventative maintenance requirements. It should permit a formal "release" of the facilities, systems and equipment.

Performance qualification

16. Performance qualification (PQ) should follow successful completion of Installation qualification and Operational qualification.
17. PQ should include, but not be limited to the following:
- a) tests, using production materials, qualified substitutes or simulated product, that have been developed from knowledge of the process and the facilities, systems or equipment;
 - b) tests to include a condition or set of conditions encompassing upper and lower operating limits.
18. Although PQ is described as a separate activity, it may in some cases be appropriate to perform it in conjunction with OQ.

Qualification of established (in-use) facilities, systems and equipment

19. Evidence should be available to support and verify the operating parameters and limits for the critical variables of the operating equipment. Additionally, the calibration, cleaning, preventative maintenance, operating procedures and operator training procedures and records should be documented.

PROCESS VALIDATION

General

20. The requirements and principles outlined in this chapter are applicable to the manufacture of pharmaceutical dosage forms. They cover the initial validation of new processes, subsequent validation of modified processes and re-validation.
21. Process validation should normally be completed prior to the distribution and sale of the medicinal product (prospective validation). In exceptional circumstances, where this is not possible, it may be necessary to validate processes during routine production (concurrent validation). Processes in use for some time should also be validated (retrospective validation).
22. Facilities, systems and equipment to be used should have been qualified and analytical testing methods should be validated. Staff taking part in the validation work should have been appropriately trained.
23. Facilities, systems, equipment and processes should be periodically evaluated to verify that they are still operating in a valid manner.

Prospective validation

24. Prospective validation should include, but not be limited to the following:
- (a) short description of the process;
 - (b) summary of the critical processing steps to be investigated;
 - (c) list of the equipment/facilities to be used (including measuring / monitoring / recording equipment) together with its calibration status
 - (d) finished product specifications for release;
 - (e) list of analytical methods, as appropriate;
 - (f) proposed in-process controls with acceptance criteria;
 - (g) additional testing to be carried out, with acceptance criteria and analytical validation, as appropriate;
 - (h) sampling plan;
 - (i) methods for recording and evaluating results
 - (j) functions and responsibilities;
 - (k) proposed timetable.
25. Using this defined process (including specified components) a series of batches of the final product may be produced under routine conditions. In theory the number of process runs carried out and observations made should be sufficient to allow the normal extent of variation and trends to be established and to provide sufficient data for evaluation. It is generally considered acceptable that three consecutive batches/runs within the finally agreed parameters, would constitute a validation of the process.
26. Batches made for process validation should be the same size as the intended industrial scale batches.
27. If it is intended that validation batches be sold or supplied, the conditions under which they are produced should comply fully with the requirements of Good Manufacturing Practice, including the satisfactory outcome of the validation exercise, and (where applicable) the marketing authorisation.

Concurrent validation

28. In exceptional circumstances it may be acceptable not to complete a validation programme before routine production starts.
29. The decision to carry out concurrent validation must be justified, documented and approved by authorised personnel.
30. Documentation requirements for concurrent validation are the same as specified for prospective validation.

Retrospective validation

31. Retrospective validation is only acceptable for well-established processes and will be inappropriate where there have been recent changes in the composition of the product, operating procedures or equipment.
32. Validation of such processes should be based on historical data. The steps involved require the preparation of a specific protocol and the reporting of the results of the data review, leading to a conclusion and a recommendation.
33. The source of data for this validation should include, but not be limited to batch processing and packaging records, process control charts, maintenance log books, records of personnel changes, process capability studies, finished product data, including trend cards and storage stability results.
34. Batches selected for retrospective validation should be representative of all batches made during the review period, including any batches that failed to meet specifications, and should be sufficient in number to demonstrate process consistency. Additional testing of retained samples may be needed to obtain the necessary amount or type of data to retrospectively validate the process.
35. For retrospective validation, generally data from ten to thirty consecutive batches should be examined to assess process consistency, but fewer batches may be examined if justified.

CLEANING VALIDATION

36. Cleaning validation should be performed in order to confirm the effectiveness of a cleaning procedure. The rationale for selecting limits of carry over of product residues, cleaning agents and microbial contamination should be logically based on the materials involved. The limits should be achievable and verifiable.
37. Validated analytical methods having sensitivity to detect residues or contaminants should be used. The detection limit for each analytical method should be sufficiently sensitive to detect the established acceptable level of the residue or contaminant.
38. Normally only cleaning procedures for product contact surfaces of the equipment need to be validated. Consideration should be given to non-contact parts. The intervals between use and cleaning as well as cleaning and reuse should be validated. Cleaning intervals and methods should be determined.
39. For cleaning procedures for products and processes which are similar, it is considered acceptable to select a representative range of similar products and processes. A single validation study utilising a “worst case” approach can be carried out which takes account of the critical issues.
40. Typically three consecutive applications of the cleaning procedure should be performed and shown to be successful in order to prove that the method is validated.

41. "Test until clean" is not considered an appropriate alternative to cleaning validation.
42. Products which simulate the physicochemical properties of the substances to be removed may exceptionally be used instead of the substances themselves, where such substances are either toxic or hazardous.

CHANGE CONTROL

43. Written procedures should be in place to describe the actions to be taken if a change is proposed to a starting material, product component, process equipment, process environment (or site), method of production or testing or any other change that may affect product quality or reproducibility of the process. Change control procedures should ensure that sufficient supporting data are generated to demonstrate that the revised process will result in a product of the desired quality, consistent with the approved specifications.
44. All changes that may affect product quality or reproducibility of the process should be formally requested, documented and accepted. The likely impact of the change of facilities, systems and equipment on the product should be evaluated, including risk analysis. The need for, and the extent of, re-qualification and re-validation should be determined.

REVALIDATION

45. Facilities, systems, equipment and processes, including cleaning, should be periodically evaluated to confirm that they remain valid. Where no significant changes have been made to the validated status, a review with evidence that facilities, systems, equipment and processes meet the prescribed requirements fulfils the need for revalidation.

GLOSSARY

Definitions of terms relating to qualification and validation which are not given in the glossary of the current PIC/S Guide to GMP, but which are used in this Annex, are given below.

Change Control

A formal system by which qualified representatives of appropriate disciplines review proposed or actual changes that might affect the validated status of facilities, systems, equipment or processes. The intent is to determine the need for action that would ensure and document that the system is maintained in a validated state.

Cleaning Validation

Cleaning validation is documented evidence that an approved cleaning procedure will provide equipment which is suitable for processing medicinal products.

Concurrent Validation

Validation carried out during routine production of products intended for sale.

Design qualification (DQ)

The documented verification that the proposed design of the facilities, systems and equipment is suitable for the intended purpose.

Installation Qualification (IQ)

The documented verification that the facilities, systems and equipment, as installed or modified, comply with the approved design and the manufacturer's recommendations.

Operational Qualification (OQ)

The documented verification that the facilities, systems and equipment, as installed or modified, perform as intended throughout the anticipated operating ranges.

Performance Qualification (PQ)

The documented verification that the facilities, systems and equipment, as connected together, can perform effectively and reproducibly, based on the approved process method and product specification.

Process Validation

The documented evidence that the process, operated within established parameters, can perform effectively and reproducibly to produce a medicinal product meeting its predetermined specifications and quality attributes.

Prospective Validation

Validation carried out before routine production of products intended for sale.

Retrospective Validation

Validation of a process for a product which has been marketed based upon accumulated manufacturing, testing and control batch data.

Re-Validation

A repeat of the process validation to provide an assurance that changes in the process/equipment introduced in accordance with change control procedures do not adversely affect process characteristics and product quality.

Risk analysis

Method to assess and characterise the critical parameters in the functionality of an equipment or process.

Simulated Product

A material that closely approximates the physical and, where practical, the chemical characteristics (e.g. viscosity, particle size, pH etc.) of the product under validation. In many cases, these characteristics may be satisfied by a placebo product batch.

System

A group of equipment with a common purpose.

Worst Case

A condition or set of conditions encompassing upper and lower processing limits and circumstances, within standard operating procedures, which pose the greatest chance of product or process failure when compared to ideal conditions. Such conditions do not necessarily induce product or process failure.

[ANNEX 16]

[QUALIFIED PERSON AND BATCH RELEASE]*

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This Annex is specific to the EU GMP Guide and has not been adopted by PIC/S.

ANNEX 17

PARAMETRIC RELEASE

1. PRINCIPLE

- 1.1 The definition of Parametric Release used in this Annex is based on that proposed by the European Organization for Quality: "A system of release that gives the assurance that the product is of the intended quality based on information collected during the manufacturing process and on the compliance with specific GMP requirements related to Parametric Release."
- 1.2 Parametric release should comply with the basic requirements of GMP, with applicable annexes and the following guidelines.

2. PARAMETRIC RELEASE

- 2.1 It is recognised that a comprehensive set of in-process tests and controls may provide greater assurance of the finished product meeting specification than finished product testing.
- 2.2 Parametric release may be authorised for certain specific parameters as an alternative to routine testing of finished products. Authorisation for parametric release should be given, refused or withdrawn jointly by those responsible for assessing products together with the GMP inspectors.

3. PARAMETRIC RELEASE FOR STERILE PRODUCTS

- 3.1 This section is only concerned with that part of Parametric Release which deals with the routine release of finished products without carrying out a sterility test. Elimination of the sterility test is only valid on the basis of successful demonstration that predetermined, validated sterilising conditions have been achieved.
- 3.2 A sterility test only provides an opportunity to detect a major failure of the sterility assurance system due to statistical limitations of the method.
- 3.3 Parametric release can be authorised if the data demonstrating correct processing of the batch provides sufficient assurance, on its own, that the process designed and validated to ensure the sterility of the product has been delivered.
- 3.4 At present Parametric release can only be approved for products terminally sterilized in their final container.

- 3.5 Sterilization methods according to European (or other relevant) Pharmacopoeia requirements using steam, dry heat and ionising radiation may be considered for parametric release.
- 3.6 It is unlikely that a completely new product would be considered as suitable for Parametric Release because a period of satisfactory sterility test results will form part of the acceptance criteria. There may be cases when a new product is only a minor variation, from the sterility assurance point of view, and existing sterility test data from other products could be considered as relevant.
- 3.7 A risk analysis of the sterility assurance system focused on an evaluation of releasing non-sterilised products should be performed.
- 3.8 The manufacturer should have a history of good compliance with GMP.
- 3.9 The history of non sterility of products and of results of sterility tests carried out on the product in question together with products processed through the same or a similar sterility assurance system should be taken into consideration when evaluating GMP compliance.
- 3.10 A qualified experienced sterility assurance engineer and a qualified microbiologist should normally be present on the site of production and sterilization.
- 3.11 The design and original validation of the product should ensure that integrity can be maintained under all relevant conditions.
- 3.12 The change control system should require review of change by sterility assurance personnel.
- 3.13 There should be a system to control microbiological contamination in the product before sterilisation.
- 3.14 There should be no possibility for mix ups between sterilised and non sterilised products. Physical barriers or validated electronic systems may provide such assurance.
- 3.15 The sterilization records should be checked for compliance to specification by at least two independent systems. These systems may consist of two people or a validated computer system plus a person.
- 3.16 The following additional items should be confirmed prior to release of each batch of product.
- All planned maintenance and routine checks have been completed in the sterilizer used.
 - All repairs and modifications have been approved by the sterility assurance engineer and microbiologist.
 - All instrumentation was in calibration.
 - The sterilizer had a current validation for the product load processed.

- 3.17 Once parametric release has been granted, decisions for release or rejection of a batch should be based on the approved specifications. Non-compliance with the specification for parametric release cannot be overruled by a pass of a sterility test.

4. GLOSSARY

Parametric Release

A system of release that gives the assurance that the product is of the intended quality based on information collected during the manufacturing process and on the compliance with specific GMP requirements related to Parametric Release.

Sterility Assurance System

The sum total of the arrangements made to assure the sterility of products. For terminally sterilized products these typically include the following stages:

- a) Product design.
 - b) Knowledge of and, if possible, control of the microbiological condition of starting materials and process aids (e.g. gases and lubricants).
 - c) Control of the contamination of the process of manufacture to avoid the ingress of microorganisms and their multiplication in the product. This is usually accomplished by cleaning and sanitization of product contact surfaces, prevention of aerial contamination by handling in clean rooms, use of process control time limits and, if applicable, filtration stages.
 - d) Prevention of mix up between sterile and non sterile product streams.
 - e) Maintenance of product integrity.
 - f) The sterilization process.
 - g) The totality of the Quality System that contains the Sterility Assurance System e.g. change control, training, written procedures, release checks, planned preventative maintenance, failure mode analysis, prevention of human error, validation calibration, etc.
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[ANNEX 18]

**[GMP GUIDE FOR ACTIVE PHARMACEUTICAL
INGREDIENTS]¹**

¹ The EU first adopted the ICH GMP Guide on APIs as Annex 18 to the EU GMP Guide while PIC/S adopted it as a stand-alone GMP Guide (PE 007). The Guide has now been adopted as Part II of the PIC/S GMP Guide (see PE 009 (Part II)).

ANNEX 19

REFERENCE AND RETENTION SAMPLES

1. SCOPE

- 1.1 This Annex to the Guide to Good Manufacturing Practice for Medicinal Products (“the GMP Guide”) gives guidance on the taking and holding of reference samples of starting materials, packaging materials or finished products and retention samples of finished products.
- 1.2 Specific requirements for investigational medicinal products are given in Annex 13 to the Guide.
- 1.3 This annex also includes guidance on the taking of retention samples for parallel imported / distributed medicinal products.

2. PRINCIPLE

- 2.1 Samples are retained to fulfil two purposes; firstly to provide a sample for analytical testing and secondly to provide a specimen of the fully finished product. Samples may therefore fall into two categories:

Reference sample: a sample of a batch of starting material, packaging material or finished product which is stored for the purpose of being analyzed should the need arise during the shelf life of the batch concerned. Where stability permits, reference samples from critical intermediate stages (e.g. those requiring analytical testing and release) or intermediates that are transported outside of the manufacturer’s control should be kept.

Retention sample: a sample of a fully packaged unit from a batch of finished product. It is stored for identification purposes. For example, presentation, packaging, labelling, patient information leaflet, batch number, expiry date should the need arise during the shelf life of the batch concerned. There may be exceptional circumstances where this requirement can be met without retention of duplicate samples e.g. where small amounts of a batch are packaged for different markets or in the production of very expensive medicinal products.

For finished products, in many instances the reference and retention samples will be presented identically, i.e. as fully packaged units. In such circumstances, reference and retention samples may be regarded as interchangeable.

- 2.2 It is necessary for the manufacturer, importer or site of batch release, as specified under section 7 and 8, to keep reference and/or retention samples from each batch of finished product and, for the manufacturer to keep a reference sample from a batch of starting material (subject to certain exceptions – see 3.2 below) and/or intermediate product. Each packaging site should keep

reference samples of each batch of primary and printed packaging materials. Availability of printed materials as part of the reference and/or retention sample of the finished product can be accepted.

- 2.3 The reference and/or retention samples serve as a record of the batch of finished product or starting material and can be assessed in the event of, for example, a dosage form quality complaint, a query relating to compliance with the marketing authorization, a labelling/packaging query or a pharmacovigilance report.
- 2.4 Records of traceability of samples should be maintained and be available for review by competent authorities.

3. DURATION OF STORAGE

- 3.1 Reference and retention samples from each batch of finished product should be retained for at least one year after the expiry date. The reference sample should be contained in its finished primary packaging or in packaging composed of the same material as the primary container in which the product is marketed (for veterinary medicinal products other than immunologicals, see also Annex 4, paragraphs 8 and 9).
- 3.2 Unless a longer period is required under the law of the country of manufacture (whose competent authority is a PIC/S Member), samples of starting materials (other than solvents, gases or water used in the manufacturing process) should be retained for at least two years after the release of product. That period may be shortened if the period of stability of the material, as indicated in the relevant specification, is shorter. Packaging materials should be retained for the duration of the shelf life of the finished product concerned.

4. SIZE OF REFERENCE AND RETENTION SAMPLES

- 4.1 The reference sample should be of sufficient size to permit the carrying out, on, at least, two occasions, of the full analytical controls on the batch in accordance with the Marketing Authorisation File which has been assessed and approved by the relevant Competent Authority / Authorities. Where it is necessary to do so, unopened packs should be used when carrying out each set of analytical controls. Any proposed exception to this should be justified to, and agreed with, the relevant competent authority.
- 4.2 Where applicable, national requirements relating to the size of reference samples and, if necessary, retention samples, should be followed.
- 4.3 Reference samples should be representative of the batch of starting material, intermediate product or finished product from which they are taken. Other samples may also be taken to monitor the most stressed part of a process (e.g. beginning or end of a process). Where a batch is packaged in two, or more, distinct packaging operations, at least one retention sample should be taken from each individual packaging operation. Any proposed exception to this should be justified to, and agreed with, the relevant competent authority.

- 4.4 It should be ensured that all necessary analytical materials and equipment are still available, or are readily obtainable, in order to carry out all tests given in the specification until one year after expiry of the last batch manufactured.

5. STORAGE CONDITIONS

- 5.1 [...] *
- 5.2 Storage conditions should be in accordance with the marketing authorisation (e.g. refrigerated storage where relevant).

6. WRITTEN AGREEMENTS

- 6.1 Where the marketing authorization holder is not the same legal entity as the site(s) responsible for batch release, the responsibility for taking and storage of reference/retention samples should be defined in a written agreement between the two parties in accordance with Chapter 7 of the PIC/S Guide to Good Manufacturing Practice. This applies also where any manufacturing or batch release activity is carried out at a site other than that with overall responsibility for the batch and the arrangements between each different site for the taking and keeping of reference and retention samples should be defined in a written agreement.
- 6.2 The Authorised Person who certifies a batch for sale should ensure that all relevant reference and retention samples are accessible at all reasonable times. Where necessary, the arrangements for such access should be defined in a written agreement.
- 6.3 Where more than one site is involved in the manufacture of a finished product, the availability of written agreements is key to controlling the taking and location of reference and retention samples.

7. REFERENCE SAMPLES – GENERAL POINTS

- 7.1 Reference samples are for the purpose of analysis and, therefore, should be conveniently available to a laboratory with validated methodology. For starting materials and packaging materials used for medicinal products, this is the original site of manufacture of the finished product. For finished products, this is the original site of manufacture.
- 7.2 [...] *

* This Section is specific to the EU GMP Guide and has not been adopted by PIC/S.

8. RETENTION SAMPLES – GENERAL POINTS

- 8.1 A retention sample should represent a batch of finished products as distributed and may need to be examined in order to confirm non-technical attributes for compliance with the marketing authorization or national legislation. The retention samples should preferably be stored at the site where the Authorised Person (AP) certifying the finished product batch is located.
- 8.2 [...] *
- 8.3 Retention samples should be stored at the premises of an authorised manufacturer in order to permit ready access by the Competent Authority.
- 8.4 Where more than one manufacturing site is involved in the manufacture importation/packaging/testing/batch release, as appropriate of a product, the responsibility for taking and storage of retention samples should be defined in a written agreement(s) between the parties concerned.

9. REFERENCE AND RETENTION SAMPLES FOR PARALLEL IMPORTED / PARALLEL DISTRIBUTED PRODUCTS

Note: This section is only applicable if the national legislation deals with parallel imported / parallel distributed products.

- 9.1 Where the secondary packaging is not opened, only the packaging material used needs to be retained, as there is no, or little, risk of product mix up.
- 9.2 Where the secondary packaging is opened, for example, to replace the carton or patient information leaflet, then one retention sample, per packaging operation, containing the product should be taken, as there is a risk of product mix-up during the assembly process. It is important to be able to identify quickly who is responsible in the event of a mix-up (original manufacturer or parallel import assembler), as it would affect the extent of any resulting recall.

10. REFERENCE AND RETENTION SAMPLES IN THE CASE OF CLOSEDOWN OF A MANUFACTURER

- 10.1 Where a manufacturer closes down and the manufacturing authorisation is surrendered, revoked, or ceases to exist, it is probable that many unexpired batches of medicinal products manufactured by that manufacturer remain on the market. In order for those batches to remain on the market, the manufacturer should make detailed arrangements for transfer of reference and retention samples (and relevant GMP documentation) to an authorised storage site. The manufacturer should satisfy the Competent Authority that the arrangements for storage are satisfactory and that the samples can, if necessary, be readily accessed and analysed.

* This Section is specific to the EU GMP Guide and has not been adopted by PIC/S.

10.2 If the manufacturer is not in a position to make the necessary arrangements this may be delegated to another manufacturer. The Marketing Authorisation holder (MAH) is responsible for such delegation and for the provision of all necessary information to the Competent Authority. In addition, the MAH should, in relation to the suitability of the proposed arrangements for storage of reference and retention samples, consult with the competent authority of each country in which any unexpired batch has been placed on the market.

10.3 [...] *

* This Section is specific to the EU GMP Guide and has not been adopted by PIC/S.

ANNEX 20***QUALITY RISK MANAGEMENT****FOREWORD AND SCOPE OF APPLICATION**

1. The new GMP Annex 20 corresponds to ICH Q9 guideline on Quality Risk Management. It provides guidance on a systematic approach to quality risk management facilitating compliance with GMP and other quality requirements. It includes principles to be used and options for processes, methods and tools which may be used when applying a formal quality risk management approach.
2. To ensure coherence, GMP Part I, Chapter 1 on Quality Management, has been revised to include aspects of quality risk management within the quality system framework. A similar revision is planned for Part II of the Guide. Other sections of the GMP Guide may be adjusted to include aspects of quality risk management in future broader revisions of those sections.
3. With the revision of the chapters on quality management in GMP Parts I and II quality risk management becomes an integral part of a manufacturer's quality system. Annex 20 itself is not intended, however, to create any new regulatory expectations; it provides an inventory of internationally acknowledged risk management methods and tools together with a list of potential applications at the discretion of manufacturers.
4. It is understood that the ICH Q9 guideline was primarily developed for quality risk management of medicinal products for human use. With the implementation in Annex 20 benefits of the guideline, such as processes, methods and tools for quality risk management are also made available to the veterinary sector.
5. While the GMP guide is primarily addressed to manufacturers, the ICH Q9 guideline, has relevance for other quality guidelines and includes specific sections for regulatory agencies.
6. However, for reasons of coherence and completeness, the ICH Q9 guideline has been transferred completely into GMP Annex 20.

INTRODUCTION

7. *Risk management* principles are effectively utilized in many areas of business and government including finance, insurance, occupational safety, public health, pharmacovigilance, and by agencies regulating these industries. Although there are some examples of the use of *quality risk management* in the pharmaceutical industry today, they are limited and do not represent the full contributions that risk management has to offer. In addition, the importance of *quality systems* has been recognized in the pharmaceutical industry and it is

* This Annex is voluntary.

becoming evident that quality risk management is a valuable component of an effective quality system.

8. It is commonly understood that *risk* is defined as the combination of the probability of occurrence of *harm* and the *severity* of that harm. However, achieving a shared understanding of the application of risk management among diverse *stakeholders* is difficult because each stakeholder might perceive different potential harms, place a different probability on each harm occurring and attribute different severities to each harm. In relation to pharmaceuticals, although there are a variety of stakeholders, including patients and medical practitioners as well as government and industry, the protection of the patient by managing the risk to quality should be considered of prime importance.
9. The manufacturing and use of a drug (medicinal) product, including its components, necessarily entail some degree of risk. The risk to its quality is just one component of the overall risk. It is important to understand that product *quality* should be maintained throughout the *product lifecycle* such that the attributes that are important to the quality of the drug (medicinal) product remain consistent with those used in the clinical studies. An effective quality risk management approach can further ensure the high quality of the drug (medicinal) product to the patient by providing a proactive means to identify and control potential quality issues during development and manufacturing. Additionally, use of quality risk management can improve the decision making if a quality problem arises. Effective quality risk management can facilitate better and more informed decisions, can provide regulators with greater assurance of a company's ability to deal with potential risks and can beneficially affect the extent and level of direct regulatory oversight.
10. The purpose of this document is to offer a systematic approach to quality risk management. It serves as a foundation or resource document that is independent of, yet supports, other ICH Quality documents and complements existing quality practices, requirements, standards, and guidelines within the pharmaceutical industry and regulatory environment. It specifically provides guidance on the principles and some of the tools of quality risk management that can enable more effective and consistent risk based decisions, both by regulators and industry, regarding the quality of drug substances and drug (medicinal) products across the product lifecycle. It is not intended to create any new expectations beyond the current regulatory requirements.
11. It is neither always appropriate nor always necessary to use a formal risk management process (using recognized tools and/ or internal procedures e.g. standard operating procedures). The use of informal risk management processes (using empirical tools and/ or internal procedures) can also be considered acceptable.
12. Appropriate use of quality risk management can facilitate but does not obviate industry's obligation to comply with regulatory requirements and does not replace appropriate communications between industry and regulators.

SCOPE

13. This guideline provides principles and examples of tools for quality risk management that can be applied to different aspects of pharmaceutical quality. These aspects include development, manufacturing, distribution, and the inspection and submission/review processes throughout the lifecycle of drug substances, drug (medicinal) products, biological and biotechnological products (including the use of raw materials, solvents, excipients, packaging and labeling materials in drug (medicinal) products, biological and biotechnological products).

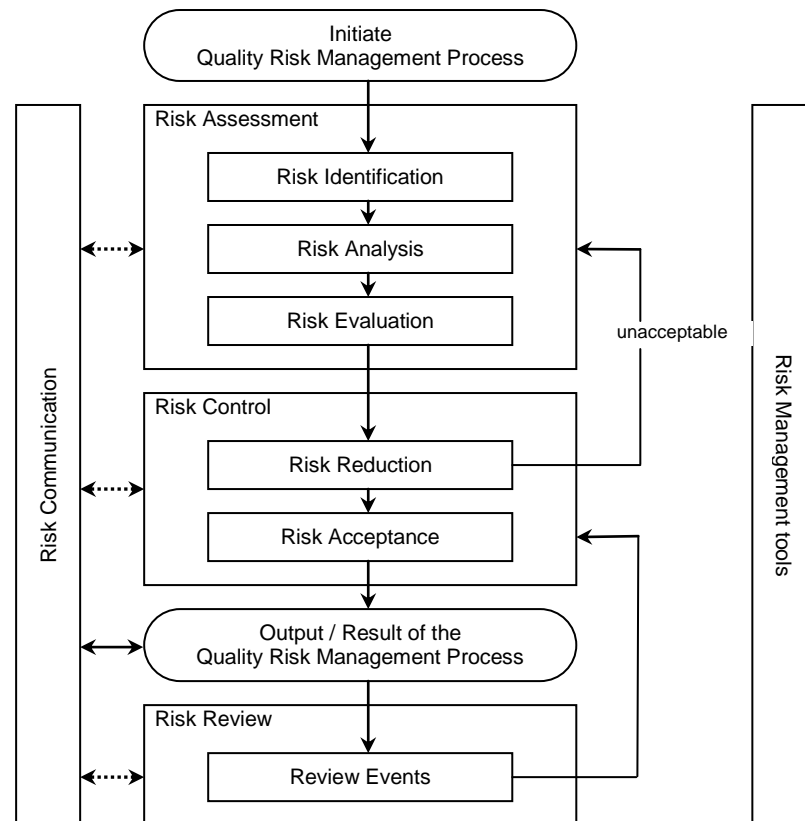
PRINCIPLES OF QUALITY RISK MANAGEMENT

14. Two primary principles of quality risk management are:
- The evaluation of the risk to quality should be based on scientific knowledge and ultimately link to the protection of the patient; and
 - The level of effort, formality and documentation of the quality risk management process should be commensurate with the level of risk.

GENERAL QUALITY RISK MANAGEMENT PROCESS

15. Quality risk management is a systematic process for the assessment, control, communication and review of risks to the quality of the drug (medicinal) product across the product lifecycle. A model for quality risk management is outlined in the diagram (Figure 1). Other models could be used. The emphasis on each component of the framework might differ from case to case but a robust process will incorporate consideration of all the elements at a level of detail that is commensurate with the specific risk.

Figure 1: Overview of a typical quality risk management process



16. Decision nodes are not shown in the diagram above because decisions can occur at any point in the process. These decisions might be to return to the previous step and seek further information, to adjust the risk models or even to terminate the risk management process based upon information that supports such a decision. Note: “unacceptable” in the flowchart does not only refer to statutory, legislative or regulatory requirements, but also to the need to revisit the risk assessment process.

Responsibilities

17. Quality risk management activities are usually, but not always, undertaken by interdisciplinary teams. When teams are formed, they should include experts from the appropriate areas (e.g. quality unit, business development, engineering, regulatory affairs, production operations, sales and marketing, legal, statistics and clinical) in addition to individuals who are knowledgeable about the quality risk management process.
18. Decision *makers* should:
- take responsibility for coordinating quality risk management across various functions and departments of their organization; and
 - assure that a quality risk management process is defined, deployed and reviewed and that adequate resources are available.

Initiating a Quality Risk Management Process

19. Quality risk management should include systematic processes designed to coordinate, facilitate and improve science-based decision making with respect to risk. Possible steps used to initiate and plan a quality risk management process might include the following:
- Define the problem and/or risk question, including pertinent assumptions identifying the potential for risk
 - Assemble background information and/ or data on the potential hazard, harm or human health impact relevant to the risk assessment
 - Identify a leader and necessary resources
 - Specify a timeline, deliverables and appropriate level of decision making for the risk management process

Risk Assessment

20. Risk assessment consists of the identification of hazards and the analysis and evaluation of risks associated with exposure to those hazards (as defined below). Quality risk assessments begin with a well-defined problem description or risk question. When the risk in question is well defined, an appropriate risk management tool (see examples in section 5) and the types of information needed to address the risk question will be more readily identifiable. As an aid to clearly defining the risk(s) for risk assessment purposes, three fundamental questions are often helpful:
1. What might go wrong?
 2. What is the likelihood (probability) it will go wrong?
 3. What are the consequences (severity)?

Risk identification is a systematic use of information to identify hazards referring to the risk question or problem description. Information can include historical data, theoretical analysis, informed opinions, and the concerns of stakeholders. Risk identification addresses the “What might go wrong?” question, including identifying the possible consequences. This provides the basis for further steps in the quality risk management process.

22. **Risk analysis** is the estimation of the risk associated with the identified hazards. It is the qualitative or quantitative process of linking the likelihood of occurrence and severity of harms. In some risk management tools, the ability to detect the harm (detectability) also factors in the estimation of risk.
23. **Risk evaluation** compares the identified and analyzed risk against given risk criteria. Risk evaluations consider the strength of evidence for all three of the fundamental questions.
24. In doing an effective risk assessment, the robustness of the data set is important because it determines the quality of the output. Revealing assumptions and reasonable sources of uncertainty will enhance confidence in this output and/or help identify its limitations. Uncertainty is due to combination of incomplete knowledge about a process and its expected or unexpected variability. Typical sources of uncertainty include gaps in knowledge gaps in

pharmaceutical science and process understanding, sources of harm (e.g., failure modes of a process, sources of variability), and probability of detection of problems.

25. The output of a risk assessment is either a quantitative estimate of risk or a qualitative **description** of a range of risk. When risk is expressed quantitatively, a numerical probability is used. Alternatively, risk can be expressed using qualitative descriptors, such as “high”, “medium”, or “low”, which should be defined in as much detail as possible. Sometimes a “risk score” is used to further define descriptors in risk ranking. In quantitative risk assessments, a risk estimate provides the likelihood of a specific consequence, given a set of risk-generating circumstances. Thus, quantitative risk estimation is useful for one particular consequence at a time. Alternatively, some risk management tools use a relative risk measure to combine multiple levels of severity and probability into an overall estimate of relative risk. The intermediate steps within a scoring process can sometimes employ quantitative risk estimation.

Risk Control

26. *Risk control* includes decision making to reduce and/or accept risks. The purpose of risk control is to **reduce** the risk to an acceptable level. The amount of effort used for risk control should be proportional to the significance of the risk. Decision makers might use different processes, including benefit-cost analysis, for understanding the optimal level of risk control.
27. Risk control might focus on the following questions:
- Is the risk above an acceptable level?
 - What can be done to reduce or eliminate risks?
 - What is the appropriate balance among benefits, risks and resources?
 - Are new risks introduced as a result of the identified risks being controlled?
28. **Risk reduction** focuses on processes for mitigation or avoidance of quality risk when it exceeds a specified (acceptable) level (see Fig. 1). Risk reduction might include actions taken to mitigate the severity and probability of harm. Processes that improve the detectability of hazards and quality risks might also be used as part of a risk control strategy. The implementation of risk reduction measures can introduce new risks into the system or increase the significance of other existing risks. Hence, it might be appropriate to revisit the risk assessment to identify and evaluate any possible change in risk after implementing a risk reduction process.
29. **Risk acceptance** is a decision to accept risk. Risk acceptance can be a formal decision to accept the residual risk or it can be a passive decision in which residual risks are not specified. For some types of harms, even the best quality risk management practices might not entirely eliminate risk. In these circumstances, it might be agreed that an appropriate quality risk management strategy has been applied and that quality risk is reduced to a specified (acceptable) level. This (specified) acceptable level will depend on many parameters and should be decided on a case-by-case basis.

Risk Communication

30. **Risk communication** is the sharing of information about risk and risk management between the decision makers and others. Parties can communicate at any stage of the risk management process (see Fig. 1: dashed arrows). The output/result of the quality risk management process should be appropriately communicated and documented (see Fig. 1: solid arrows). Communications might include those among interested parties; e.g., regulators and industry, industry and the patient, within a company, industry or regulatory authority, etc. The included information might relate to the existence, nature, form, probability, severity, acceptability, control, treatment, detectability or other aspects of risks to quality. Communication need not be carried out for each and every risk acceptance. Between the industry and regulatory authorities, communication concerning quality risk management decisions might be effected through existing channels as specified in regulations and guidances.

Risk Review

31. Risk management should be an ongoing part of the quality management process. A mechanism to review or monitor events should be implemented.
32. The output/results of the risk management process should be reviewed to take into account new knowledge and experience. Once a quality risk management process has been initiated, that process should continue to be utilized for events that might impact the original quality risk management decision, whether these events are planned (e.g. results of product review, inspections, audits, change control) or unplanned (e.g. root cause from failure investigations, recall). The frequency of any review should be based upon the level of risk. Risk review might include reconsideration of risk acceptance decisions (section 4.4).

RISK MANAGEMENT METHODOLOGY

33. Quality risk management supports a scientific and practical approach to decision-making. It provides documented, transparent and reproducible methods to accomplish steps of the quality risk management process based on current knowledge about assessing the probability, severity and sometimes detectability of the risk.
34. Traditionally, risks to quality have been assessed and managed in a variety of informal ways (empirical and/ or internal procedures) based on, for example, compilation of observations, trends and other information. Such approaches continue to provide useful information that might support topics such as handling of complaints, quality defects, deviations and allocation of resources.
35. Additionally, the pharmaceutical industry and regulators can assess and manage risk using recognized risk management tools and/ or internal procedures (e.g., standard operating procedures). Below is a non-exhaustive list of some of these tools (further details in Annex 1 and Chapter 8):
- Basic risk management facilitation methods (flowcharts, check sheets etc.)

- Failure Mode Effects Analysis (FMEA)
 - Failure Mode, Effects and Criticality Analysis (FMECA)
 - Fault Tree Analysis (FTA)
 - Hazard Analysis and Critical Control Points (HACCP)
 - Hazard Operability Analysis (HAZOP)
 - Preliminary Hazard Analysis (PHA)
 - Risk ranking and filtering
 - Supporting statistical tools
36. It might be appropriate to adapt these tools for use in specific areas pertaining to drug substance and drug (medicinal) product quality. Quality risk management methods and the supporting statistical tools can be used in combination (e.g. Probabilistic Risk Assessment). Combined use provides flexibility that can facilitate the application of quality risk management principles.
37. The degree of rigor and formality of quality risk management should reflect available knowledge and be commensurate with the complexity and/ or criticality of the issue to be addressed.

INTEGRATION OF QUALITY RISK MANAGEMENT INTO INDUSTRY AND REGULATORY OPERATIONS

38. Quality risk management is a process that supports science-based and practical decisions when integrated into quality systems (see Annex II). As outlined in the introduction, appropriate use of quality risk management does not obviate industry's obligation to comply with regulatory requirements. However, effective quality risk management can facilitate better and more informed decisions, can provide regulators with greater assurance of a company's ability to deal with potential risks, and might affect the extent and level of direct regulatory oversight. In addition, quality risk management can facilitate better use of resources by all parties.
39. Training of both industry and regulatory personnel in quality risk management processes provides for greater understanding of decision-making processes and builds confidence in quality risk management outcomes.
40. Quality risk management should be integrated into existing operations and documented appropriately. Annex II provides examples of situations in which the use of the quality risk management process might provide information that could then be used in a variety of pharmaceutical operations. These examples are provided for illustrative purposes only and should not be considered a definitive or exhaustive list. These examples are not intended to create any new expectations beyond the requirements laid out in the current regulations.

41. Examples for industry and regulatory operations (see Annex II):
 - Quality management
42. Examples for industry operations and activities (see Annex II):
 - Development
 - Facility, equipment and utilities
 - Materials management
 - Production
 - Laboratory control and stability testing
 - Packaging and labelling
43. Examples for regulatory operations (see Annex II):
 - Inspection and assessment activities
44. While regulatory decisions will continue to be taken on a regional basis, a common understanding and application of quality risk management principles could facilitate mutual confidence and promote more consistent decisions among regulators on the basis of the same information. This collaboration could be important in the development of policies and guidelines that integrate and support quality risk management practices.

DEFINITIONS

Decision maker(s) – Person(s) with the competence and authority to make appropriate and timely quality risk management decisions

Detectability - the ability to discover or determine the existence, presence, or fact of a hazard

Harm – damage to health, including the damage that can occur from loss of product quality or availability

Hazard - the potential source of harm (ISO/IEC Guide 51)

Product Lifecycle – all phases in the life of the product from the initial development through marketing until the product's discontinuation

Quality – the degree to which a set of inherent properties of a product, system or process fulfils requirements (see ICH Q6a definition specifically for "quality" of drug substance and drug (medicinal) products.)

Quality risk management – a systematic process for the assessment, control, communication and review of risks to the quality of the drug (medicinal) product across the product lifecycle

Quality system – the sum of all aspects of a system that implements quality policy and ensures that quality objectives are met

Requirements – the explicit or implicit needs or expectations of the patients or their surrogates (e.g. health care professionals, regulators and legislators). In this document, “requirements” refers not only to statutory, legislative, or regulatory requirements, but also to such needs and expectations.

Risk – the combination of the probability of occurrence of harm and the severity of that harm (ISO/IEC Guide 51)

Risk acceptance – the decision to accept risk (ISO Guide 73)

Risk analysis – the estimation of the risk associated with the identified hazards

Risk assessment – a systematic process of organizing information to support a risk decision to be made within a risk management process. It consists of the identification of hazards and the analysis and evaluation of risks associated with exposure to those hazards.

Risk communication – the sharing of information about risk and risk management between the decision maker and other stakeholders

Risk control – actions implementing risk management decisions (ISO Guide 73)

Risk evaluation – the comparison of the estimated risk to given risk criteria using a quantitative or qualitative scale to determine the significance of the risk

Risk identification – the systematic use of information to identify potential sources of harm (hazards) referring to the risk question or problem description

Risk management – the systematic application of quality management policies, procedures, and practices to the tasks of assessing, controlling, communicating and reviewing risk

Risk reduction – actions taken to lessen the probability of occurrence of harm and the severity of that harm

Risk review – review or monitoring of output/results of the risk management process considering (if appropriate) new knowledge and experience about the risk

Severity – a measure of the possible consequences of a hazard

Stakeholder – any individual, group or organization that can affect, be affected by, or perceive itself to be affected by a risk. Decision makers might also be stakeholders. For the purposes of this guideline, the primary stakeholders are the patient, healthcare professional, regulatory authority, and industry

Trend – a statistical term referring to the direction or rate of change of a variable(s)

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APPENDIX I: RISK MANAGEMENT METHODS AND TOOLS

The purpose of this appendix is to provide a general overview of and references for some of the primary tools that might be used in quality risk management by industry and regulators. The references are included as an aid to gain more knowledge and detail about the particular tool. This is not an exhaustive list. It is important to note that no one tool or set of tools is applicable to every situation in which a quality risk management procedure is used.

I.1 Basic Risk Management Facilitation Methods

Some of the simple techniques that are commonly used to structure risk management by organizing data and facilitating decision-making are:

- Flowcharts
- Check Sheets
- Process Mapping
- Cause and Effect Diagrams (also called an Ishikawa diagram or fish bone diagram)

I.2 Failure Mode Effects Analysis (FMEA)

FMEA (see IEC 60812) provides for an evaluation of potential failure modes for processes and their likely effect on outcomes and/or product performance. Once failure modes are established, risk reduction can be used to eliminate, contain, reduce or control the potential failures. FMEA relies on product and process understanding. FMEA methodically breaks down the analysis of complex processes into manageable steps. It is a powerful tool for summarizing the important modes of failure, factors causing these failures and the likely effects of these failures.

Potential Areas of Use(s)

FMEA can be used to prioritize risks and monitor the effectiveness of risk control activities.

FMEA can be applied to equipment and facilities and might be used to analyze a manufacturing operation and its effect on product or process. It identifies elements/operations within the system that render it vulnerable. The output/results of FMEA can be used as a basis for design or further analysis or to guide resource deployment.

I.3 Failure Mode, Effects and Criticality Analysis (FMECA)

FMEA might be extended to incorporate an investigation of the degree of severity of the consequences, their respective probabilities of occurrence, and their detectability, thereby becoming a Failure Mode Effect and Criticality Analysis (FMECA; see IEC 60812). In order for such an analysis to be performed, the product or process specifications should be established.

FMECA can identify places where additional preventive actions might be appropriate to minimize risks.

Potential Areas of Use(s)

FMECA application in the pharmaceutical industry should mostly be utilized for failures and risks associated with manufacturing processes; however, it is not limited to this application. The output of an FMECA is a relative risk “score” for each failure mode, which is used to rank the modes on a relative risk basis.

I.4 Fault Tree Analysis (FTA)

The FTA tool (see IEC 61025) is an approach that assumes failure of the functionality of a product or process. This tool evaluates system (or subsystem) failures one at a time but can combine multiple causes of failure by identifying causal chains. The results are represented pictorially in the form of a tree of fault modes. At each level in the tree, combinations of fault modes are described with logical operators (AND, OR, etc.). FTA relies on the experts' process understanding to identify causal factors.

Potential Areas of Use(s)

FTA can be used to establish the pathway to the root cause of the failure. FTA can be used to investigate complaints or deviations in order to fully understand their root cause and to ensure that intended improvements will fully resolve the issue and not lead to other issues (i.e. solve one problem yet cause a different problem). Fault Tree Analysis is an effective tool for evaluating how multiple factors affect a given issue. The output of an FTA includes a visual representation of failure modes. It is useful both for risk assessment and in developing monitoring programs.

I.5 Hazard Analysis and Critical Control Points (HACCP)

HACCP is a systematic, proactive, and preventive tool for assuring product quality, reliability, and safety (see WHO Technical Report Series No 908, 2003 Annex 7). It is a structured approach that applies technical and scientific principles to analyze, evaluate, prevent, and control the risk or adverse consequence(s) of hazard(s) due to the design, development, production, and use of products.

HACCP consists of the following seven steps:

1. conduct a hazard analysis and identify preventive measures for each step of the process;
2. determine the critical control points;
3. establish critical limits;
4. establish a system to monitor the critical control points;
5. establish the corrective action to be taken when monitoring indicates that the critical control points are not in a state of control;
6. establish system to verify that the HACCP system is working effectively;
7. establish a record-keeping system.

Potential Areas of Use(s)

HACCP might be used to identify and manage risks associated with physical, chemical and biological hazards (including microbiological contamination). HACCP is most useful when product and process understanding is sufficiently comprehensive to support identification of critical control points. The output of a HACCP analysis is risk management information that facilitates monitoring of critical points not only in the manufacturing process but also in other life cycle phases.

I.6 Hazard Operability Analysis (HAZOP)

HAZOP (see IEC 61882) is based on a theory that assumes that risk events are caused by deviations from the design or operating intentions. It is a systematic brainstorming technique for identifying hazards using so-called “guide-words”. “Guide-words” (e.g., No, More, Other Than, Part of, etc.) are applied to relevant parameters (e.g., contamination, temperature) to help identify potential deviations from normal use or design intentions. It often uses a team of people with expertise covering the design of the process or product and its application.

Potential Areas of Use(s)

HAZOP can be applied to manufacturing processes, including outsourced production and formulation as well as the upstream suppliers, equipment and facilities for drug substances and drug (medicinal) products. It has also been used primarily in the pharmaceutical industry for evaluating process safety hazards. As is the case with HACCP, the output of a HAZOP analysis is a list of critical operations for risk management. This facilitates regular monitoring of critical points in the manufacturing process.

I.7 Preliminary Hazard Analysis (PHA)

PHA is a tool of analysis based on applying prior experience or knowledge of a hazard or failure to identify future hazards, hazardous situations and events that might cause harm, as well as to estimate their probability of occurrence for a given activity, facility, product or system. The tool consists of: 1) the identification of the possibilities that the risk event happens, 2) the qualitative evaluation of the extent of possible injury or damage to health that could result and 3) a relative ranking of the hazard using a combination of severity and likelihood of occurrence, and 4) the identification of possible remedial measures.

Potential Areas of Use(s)

PHA might be useful when analyzing existing systems or prioritizing hazards where circumstances prevent a more extensive technique from being used. It can be used for product, process and facility design as well as to evaluate the types of hazards for the general product type, then the product class, and finally the specific product. PHA is most commonly used early in the development of a project when there is little information on design details or operating procedures; thus, it will often be a precursor to further studies. Typically,

hazards identified in the PHA are further assessed with other risk management tools such as those in this section.

I.8 Risk Ranking and Filtering

Risk ranking and filtering is a tool for comparing and ranking risks. Risk ranking of complex systems typically requires evaluation of multiple diverse quantitative and qualitative factors for each risk. The tool involves breaking down a basic risk question into as many components as needed to capture factors involved in the risk. These factors are combined into a single relative risk score that can then be used for ranking risks. “Filters,” in the form of weighting factors or cut-offs for risk scores, can be used to scale or fit the risk ranking to management or policy objectives.

Potential Areas of Use(s)

Risk ranking and filtering can be used to prioritize manufacturing sites for inspection/audit by regulators or industry. Risk ranking methods are particularly helpful in situations in which the portfolio of risks and the underlying consequences to be managed are diverse and difficult to compare using a single tool. Risk ranking is useful when management needs to evaluate both quantitatively-assessed and qualitatively-assessed risks within the same organizational framework.

I.9 Supporting Statistical Tools

Statistical tools can support and facilitate quality risk management. They can enable effective data assessment, aid in determining the significance of the data set(s), and facilitate more reliable decision making. A listing of some of the principal statistical tools commonly used in the pharmaceutical industry is provided:

(i) Control Charts, for example:

- Acceptance Control Charts (see ISO 7966)
- Control Charts with Arithmetic Average and Warning Limits (see ISO 7873)
- Cumulative Sum Charts (see ISO 7871)
- Shewhart Control Charts (see ISO 8258)
- Weighted Moving Average

(ii) Design of Experiments (DOE)

(iii) Histograms

(iv) Pareto Charts

(v) Process Capability Analysis

APPENDIX II: POTENTIAL APPLICATIONS FOR QUALITY RISK MANAGEMENT

This Appendix is intended to identify potential uses of quality risk management principles and tools by industry and regulators. However, the selection of particular risk management tools is completely dependent upon specific facts and circumstances. These examples are provided for illustrative purposes and only suggest potential uses of quality risk management. This Annex is not intended to create any new expectations beyond the current regulatory requirements.

II.1 Quality Risk Management as Part of Integrated Quality Management

Documentation

To review current interpretations and application of regulatory expectations

To determine the desirability of and/or develop the content for SOPs, guidelines, etc.

Training and education

To determine the appropriateness of initial and/or ongoing training sessions based on education, experience and working habits of staff, as well as on a periodic assessment of previous training (e.g., its effectiveness)

To identify the training, experience, qualifications and physical abilities that allow personnel to perform an operation reliably and with no adverse impact on the quality of the product

Quality defects

To provide the basis for identifying, evaluating, and communicating the potential quality impact of a suspected quality defect, complaint, trend, deviation, investigation, out of specification result, etc.

To facilitate risk communications and determine appropriate action to address significant product defects, in conjunction with regulatory authorities (e.g., recall)

Auditing/Inspection

To define the frequency and scope of audits, both internal and external, taking into account factors such as:

- Existing legal requirements
- Overall compliance status and history of the company or facility
- Robustness of a company's quality risk management activities
- Complexity of the site
- Complexity of the manufacturing process
- Complexity of the product and its therapeutic significance

- Number and significance of quality defects (e.g. recall)
- Results of previous audits/inspections
- Major changes of building, equipment, processes, key personnel
- Experience with manufacturing of a product (e.g. frequency, volume, number of batches)
- Test results of official control laboratories

Periodic review

To select, evaluate and interpret trend results of data within the product quality review

To interpret monitoring data (e.g., to support an assessment of the appropriateness of revalidation or changes in sampling)

Change management / change control

To manage changes based on knowledge and information accumulated in pharmaceutical development and during manufacturing

To evaluate the impact of the changes on the availability of the final product

To evaluate the impact on product quality of changes to the facility, equipment, material, manufacturing process or technical transfers

To determine appropriate actions preceding the implementation of a change, e.g., additional testing, (re)qualification, (re)validation or communication with regulators

Continual improvement

To facilitate continual improvement in processes throughout the product lifecycle

II.2 Quality Risk Management as Part of Regulatory Operations**Inspection and assessment activities**

To assist with resource allocation including, for example, inspection planning and frequency, and inspection and assessment intensity (see "Auditing" section in Annex II.1)

To evaluate the significance of, for example, quality defects, potential recalls and inspectional findings

To determine the appropriateness and type of post-inspection regulatory follow-up

To evaluate information submitted by industry including pharmaceutical development information

To evaluate impact of proposed variations or changes

To identify risks which should be communicated between inspectors and assessors to facilitate better understanding of how risks can be or are controlled (e.g. parametric release, Process Analytical Technology (PAT)).

II.3 Quality Risk Management as Part of Development

To design a quality product and its manufacturing process to consistently deliver the intended performance of the product (see ICH Q8)

To enhance knowledge of product performance over a wide range of material attributes (e.g. particle size distribution, moisture content, flow properties), processing options and process parameters

To assess the critical attributes of raw materials, solvents, Active Pharmaceutical Ingredient (API) starting materials, APIs, excipients, or packaging materials

To establish appropriate specifications, identify critical process parameters and establish manufacturing controls (e.g., using information from pharmaceutical development studies regarding the clinical significance of quality attributes and the ability to control them during processing)

To decrease variability of quality attributes:

- reduce product and material defects
- reduce manufacturing defects

To assess the need for additional studies (e.g., bioequivalence, stability) relating to scale up and technology transfer

To make use of the “design space” concept (see ICH Q8)

II.4 Quality Risk Management for Facilities, Equipment and Utilities

Design of facility / equipment

To determine appropriate zones when designing buildings and facilities, e.g.,

- flow of material and personnel
- minimize contamination
- pest control measures
- prevention of mix-ups
- open versus closed equipment
- clean rooms versus isolator technologies
- dedicated or segregated facilities / equipment

To determine appropriate product contact materials for equipment and containers (e.g., selection of stainless steel grade, gaskets, lubricants)

To determine appropriate utilities (e.g., steam, gases, power source, compressed air, heating, ventilation and air conditioning (HVAC), water)

To determine appropriate preventive maintenance for associated equipment (e.g., inventory of necessary spare parts)

Hygiene aspects in facilities

To protect the product from environmental hazards, including chemical, microbiological, and physical hazards (e.g., determining appropriate clothing and gowning, hygiene concerns)

To protect the environment (e.g., personnel, potential for cross-contamination) from hazards related to the product being manufactured

Qualification of facility/equipment/utilities

To determine the scope and extent of qualification of facilities, buildings, and production equipment and/or laboratory instruments (including proper calibration methods)

Cleaning of equipment and environmental control

To differentiate efforts and decisions based on the intended use (e.g. multi-versus single-purpose, batch versus continuous production)

To determine acceptable (specified) cleaning validation limits

Calibration/preventive maintenance

To set appropriate calibration and maintenance schedules

Computer systems and computer controlled equipment

To select the design of computer hardware and software (e.g., modular, structured, fault tolerance)

To determine the extent of validation, e.g.:

- identification of critical performance parameters
- selection of the requirements and design
- code review
- the extent of testing and test methods
- reliability of electronic records and signatures

II.5 Quality Risk Management as Part of Materials Management

Assessment and evaluation of suppliers and contract manufacturers

To provide a comprehensive evaluation of suppliers and contract manufacturers (e.g., auditing, supplier quality agreements)

Starting material

To assess differences and possible quality risks associated with variability in starting materials (e.g., age, route of synthesis).

Use of materials

To determine whether it is appropriate to use material under quarantine (e.g., for further internal processing)

To determine appropriateness of reprocessing, reworking, use of returned goods

Storage, logistics and distribution conditions

To assess the adequacy of arrangements to ensure maintenance of appropriate storage and transport conditions (e.g., temperature, humidity, container design)

To determine the effect on product quality of discrepancies in storage or transport conditions (e.g. cold chain management) in conjunction with other ICH guidelines

To maintain infrastructure (e.g. capacity to ensure proper shipping conditions, interim storage, handling of hazardous materials and controlled substances, customs clearance)

To provide information for ensuring the availability of pharmaceuticals (e.g. ranking risks to the supply chain)

II.6 Quality Risk Management as Part of Production**Validation**

To identify the scope and extent of verification, qualification and validation activities (e.g., analytical methods, processes, equipment and cleaning methods)

To determine the extent for follow-up activities (e.g., sampling, monitoring and re-validation)

To distinguish between critical and non-critical process steps to facilitate design of a validation study

In-process sampling & testing

To evaluate the frequency and extent of in-process control testing (e.g., to justify reduced testing under conditions of proven control)

To evaluate and justify the use of process analytical technologies (PAT) in conjunction with parametric and real time release

Production planning

To determine appropriate production planning (e.g. dedicated, campaign and concurrent production process sequences)

II.7 Quality Risk Management as Part of Laboratory Control and Stability Studies**Out of specification results**

To identify potential root causes and corrective actions during the investigation of out of specification results

Retest period / expiration date

To evaluate adequacy of storage and testing of intermediates, excipients and starting materials

II.8 Quality Risk Management as Part of Packaging and Labelling**Design of packages**

To design the secondary package for the protection of primary packaged product (e.g., to ensure product authenticity, label legibility)

Selection of container closure system

To determine the critical parameters of the container closure system

Label controls

To design label control procedures based on the potential for mix-ups involving different product labels, including different versions of the same label

GLOSSARY

Definitions given below apply to the words as used in this Guide. They may have different meanings in other contexts.

Action limit

Established criteria, requiring immediate follow-up and corrective action if exceeded.

Air lock

An enclosed space with two or more doors, and which is interposed between two or more rooms, e.g. of differing class of cleanliness, for the purpose of controlling the air-flow between those rooms when they need to be entered. An air-lock is designed for and used by either people or goods.

Alert limit

Established criteria giving early warning of potential drift from normal conditions which are not necessarily grounds for definitive corrective action but which require follow-up investigation.

Authorised person

Person recognised by the authority as having the necessary basic scientific and technical background and experience.

Batch (or lot)

A defined quantity of starting material, packaging material or product processed in one process or series of processes so that it could be expected to be homogeneous.

Note: To complete certain stages of manufacture, it may be necessary to divide a batch into a number of subbatches, which are later brought together to form a final homogeneous batch. In the case of continuous manufacture, the batch must correspond to a defined fraction of the production, characterised by its intended homogeneity.

For the control of the finished product, a batch of a medicinal products comprises all the units of a pharmaceutical form which are made from the same initial mass of material and have undergone a single series of manufacturing operations or a single sterilisation operation or, in the case of a continuous production process, all the units manufactured in a given period of time.

Batch number (or lot number)

A distinctive combination of numbers and/or letters which specifically identifies a batch.

Biogenerator

A contained system, such as a fermenter, into which biological agents are introduced along with other materials so as to effect their multiplication or their production of other substances by reaction with the other materials.

Biogenerators are generally fitted with devices for regulation, control, connection, material addition and material withdrawal.

Biological agents

Microorganisms, including genetically engineered microorganisms, cell cultures and endoparasites, whether pathogenic or not.

Bulk product

Any product which has completed all processing stages up to, but not including, final packaging.

Calibration

The set of operations which establish, under specified conditions, the relationship between values indicated by a measuring instrument or measuring system, or values represented by a material measure, and the corresponding known values of a reference standard.

Cell bank

Cell bank system: A cell bank system is a system whereby successive batches of a product are manufactured by culture in cells derived from the same master cell bank (fully characterised for identity and absence of contamination). A number of containers from the master cell bank are used to prepare a working cell bank. The cell bank system is validated for a passage level or number of population doublings beyond that achieved during routine production.

Master cell bank: A culture of (fully characterised) cells distributed into containers in a single operation, processed together in such a manner as to ensure uniformity and stored in such a manner as to ensure stability. A master cell bank is usually stored at -70°C or lower.

Working cell bank: A culture of cells derived from the master cell bank and intended for use in the preparation of production cell cultures. The working cell bank is usually stored at -70°C or lower.

Cell culture

The result from the in-vitro growth of cells isolated from multicellular organisms.

Clean area

An area with defined environmental control of particulate and microbial contamination, constructed and used in such a way as to reduce the introduction, generation and retention of contaminants within the area.

Note: The different degrees of environmental control are defined in the Supplementary Guidelines for the Manufacture of sterile medicinal products.

Clean/contained area

An area constructed and operated in such a manner that will achieve the aims of both a clean area and a contained area at the same time.

Containment

The action of confining a biological agent or other entity within a defined space.

Primary containment: A system of containment which prevents the escape of a biological agent into the immediate working environment. It involves the use of closed containers or safety biological cabinets along with secure operating procedures.

Secondary containment: A system of containment which prevents the escape of a biological agent into the external environment or into other working areas. It involves the use of rooms with specially designed air handling, the existence of airlocks and/or sterilisers for the exit of materials and secure operating procedures. In many cases it may add to the effectiveness of primary containment.

Contained area

An area constructed and operated in such a manner (and equipped with appropriate air handling and filtration) so as to prevent contamination of the external environment by biological agents from within the area.

Controlled area

An area constructed and operated in such a manner that some attempt is made to control the introduction of potential contamination (an air supply approximating to grade D may be appropriate), and the consequences of accidental release of living organisms. The level of control exercised should reflect the nature of the organism employed in the process. At a minimum, the area should be maintained at a pressure negative to the immediate external environment and allow for the efficient removal of small quantities of airborne contaminants.

Computerised system

A system including the input of data, electronic processing and the output of information to be used either for reporting or automatic control.

Cross contamination

Contamination of a starting material or of a product with another material or product.

Crude plant (vegetable drug)

Fresh or dried medicinal plant or parts thereof.

Cryogenic vessel

A container designed to contain liquefied gas at extremely low temperature.

Cylinder

A container designed to contain gas at a high pressure.

Exotic organism

A biological agent where either the corresponding disease does not exist in a given country or geographical area, or where the disease is the subject of prophylactic measures or an eradication programme undertaken in the given country or geographical area.

Finished product

A medicinal products which has undergone all stages of production, including packaging in its final container.

Herbal medicinal products

Medicinal products containing, as active ingredients, exclusively plant material and/or vegetable drug preparations.

Infected

Contaminated with extraneous biological agents and therefore capable of spreading infection.

In-process control

Checks performed during production in order to monitor and if necessary to adjust the process to ensure that the product conforms to its specification. The control of the environment or equipment may also be regarded as a part of in-process control.

Intermediate product

Partly processed material which must undergo further manufacturing steps before it becomes a bulk product.

Liquifiable gases

Those which, at the normal filling temperature and pressure, remain as a liquid in the cylinder.

Manifold

Equipment or apparatus designed to enable one or more gas containers to be filled simultaneously from the same source.

Manufacture

All operations of purchase of materials and products, Production, Quality Control, release, storage, distribution of medicinal products and the related controls.

Manufacturer

Holder of a manufacturing authorisation.

Media fill

Method of evaluating an aseptic process using a microbial growth medium. (Media fills are synonymous to simulated product fills, broth trials, broth fills etc.).

Medicinal plant

Plant the whole or part of which is used for pharmaceutical purpose.

Medicinal products

Any medicine or similar product intended for human use, which is subject to control under health legislation in the manufacturing or importing State.

Packaging

All operations, including filling and labelling, which a bulk product has to undergo in order to become a finished product.

Note: Sterile filling would not normally be regarded as part of packaging, the bulk product being the filled, but not finally packaged, primary containers.

Packaging material

Any material employed in the packaging of a medicinal products, excluding any outer packaging used for transportation or shipment. Packaging materials are referred to as primary or secondary according to whether or not they are intended to be in direct contact with the product.

Procedures

Description of the operations to be carried out, the precautions to be taken and measures to be applied directly or indirectly related to the manufacture of a medicinal products.

Production

All operations involved in the preparation of a medicinal products, from receipt of materials, through processing and packaging, to its completion as a finished product.

Qualification

Action of proving that any equipment works correctly and actually leads to the expected results. The word validation is sometimes widened to incorporate the concept of qualification.

Quality control

See Chapter 1.

Quarantine

The status of starting or packaging materials, intermediate, bulk or finished products isolated physically or by other effective means whilst awaiting a decision on their release or refusal.

Radiopharmaceutical

"Radiopharmaceutical" means any medicinal products which, when ready for use, contains one or more radionuclides (radioactive isotopes) included for a pharmaceutical purpose.

Reconciliation

A comparison, making due allowance for normal variation, between the amount of product or materials theoretically and actually produced or used.

Record

See Chapter 4.

Recovery

The introduction of all or part of previous batches of the required quality into another batch at a defined stage of manufacture.

Reprocessing

The reworking of all or part of a batch of product of an unacceptable quality from a defined stage of production so that its quality may be rendered acceptable by one or more additional operations.

Return

Sending back to the manufacturer or distributor of a medicinal products which may or may not present a quality defect.

Seed lot

Seed lot system: A seed lot system is a system according to which successive batches of a product are derived from the same master seed lot at a given passage level. For routine production, a working seed lot is prepared from the master seed lot. The final product is derived from the working seed lot and has not undergone more passages from the master seed lot than the vaccine shown in clinical studies to be satisfactory with respect to safety and efficacy. The origin and the passage history of the master seed lot and the working seed lot are recorded.

Master seed lot: A culture of a micro-organism distributed from a single bulk into containers in a single operation in such a manner as to ensure uniformity, to prevent contamination and to ensure stability. A master seed lot in liquid form is usually stored at or below -70°C . A freeze-dried master seed lot is stored at a temperature known to ensure stability.

Working seed lot: A culture of a micro-organism derived from the master seed lot and intended for use in production. Working seed lots are distributed into containers and stored as described above for master seed lots.

Specification

See Chapter 4.

Starting material

Any substance used in the production of a medicinal products, but excluding packaging materials.

Sterility

Sterility is the absence of living organisms. The conditions of the sterility tests are given in the European (or other relevant) Pharmacopoeia.*

Validation

Action of proving, in accordance with the principles of Good Manufacturing Practice, that any procedure, process, equipment, material, activity or system actually leads to the expected results (see also qualification).

*

The procedures and precautions employed should be such as to give a theoretical level of not more than one living micro-organism in 10^6 units in the final product.