Site Master File

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| Document information, authorship and approvals | | | |
| Author signs to confirm technical content | | | |
| Prepared by: | Job title: | Signature: | Date: |
| Subject matter expert reviewer signs to confirm technical content | | | |
| Reviewed by: | Job title: | Signature: | Date: |
| Quality representative signs to confirm document complies with quality management system | | | |
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# General Information on the Manufacturer

## Contact information on the manufacturer

|  |  |
| --- | --- |
| Company name: |  |
| Postal Address: |  |
| Contact Person: |  |
| Phone number: |  |
| Fax number: |  |
| 24 hour contact number: |  |
| GPS location: |  |

## Authorized pharmaceutical manufacturing activities of the site

— copy of the valid manufacturing authorization issued by the relevant competent authority in Annex 1. If the competent authority does not issue manufacturing authorizations, this should be stated;

— brief description of manufacture, import, export, distribution and other activities as authorized by the relevant competent authorities including foreign authorities with authorized dosage forms/activities, respectively; where not covered by the manufacturing authorization;

— type of products currently manufactured on-site (list in Annex 2) where not covered by Annex 1; and

— list of GMP inspections of the site within the last five years; including dates and name/country of the competent authority having performed the inspection. A copy of the current GMP certificate (Annex 3) should be included, if available.

## Any other manufacturing activities carried out on the site

— description of non-pharmaceutical activities on site, if any.

# Quality Management

## The quality management system of the manufacturer

— brief description of the quality management systems run by the company and reference to the standards used;

— responsibilities related to the maintaining of the quality system including senior management; and

— information on activities for which the site is accredited and certified, including dates and contents of accreditations, and names of accrediting bodies.

## Release procedure of finished products

— detailed description of qualification requirements (education and work experience) of the authorized person(s)/qualified person(s) responsible for batch certification and releasing procedures;

— general description of batch certification and releasing procedure;

— role of authorized person/qualified person in quarantine and release of finished products and in assessment of compliance with the marketing authorization;

— the arrangements between authorized persons/qualified persons when several authorized persons/qualified persons are involved; and

— statement on whether the control strategy employs process analytical technology (PAT) and/or real-time release or parametric release.

## Management of suppliers and contractors

— a brief summary of the establishment/knowledge of supply chain and the external audit programme;

— a brief description of the qualification system of contractors, manufacturers of APIs and other critical materials suppliers;

— measures taken to ensure that products manufactured are compliant with transmitting animal spongiform encephalopathy (TSE) guidance;

— measures adopted where substandard/spurious/falsely-labelled/falsified/counterfeit medical products, bulk products (i.e. unpacked tablets), APIs or excipients are suspected or identified;

— use of outside scientific, analytical or other technical assistance in relation to manufacture and analysis;

— list of contract manufacturers and laboratories including the addresses and contact information and flowcharts of supply chains for outsourced manufacturing and QC activities, e.g. sterilization of primary packaging material for aseptic processes, testing of starting raw materials, etc., should be presented in Annex 4; and

— brief overview of the responsibility sharing between the contract giver and acceptor with respect to compliance with the marketing authorization (where not included under 2.2).

## Quality Risk Management

— brief description of quality risk management (QRM) methodologies used by the manufacturer; and

— scope and focus of QRM including brief description of any activities which are performed at corporate level, and those which are performed locally. Any application of the QRM system to assess continuity of supply should be mentioned.

## Product quality reviews

— brief description of methodologies used.

# Personnel

— organization chart showing the arrangements for quality management, production and quality control positions/titles in Annex 5, including senior management and authorized person(s)/qualified person(s); and

— number of employees engaged in the quality management, production, quality control, storage and distribution, respectively.

# Premises and equipment

## Premises

— short description of plant: size of the site and list of buildings. If the production for different markets, i.e. for local country or regional economic areas, takes place in different buildings on the site, the buildings should be listed with destined markets identified (if not identified under 1.1);

— simple plan or description of manufacturing areas with indication of scale (architectural or engineering drawings are not required);

— layouts and flowcharts of the production areas (in Annex 6) showing the room classification and pressure differentials between adjoining areas and indicating the production activities (i.e. compounding, filling, storage, packaging, etc.) in the rooms;

— layouts of warehouses and storage areas, with special areas for the storage and handling of highly toxic, hazardous and sensitizing materials indicated, if applicable; and

— brief description of specific storage conditions if applicable, but not indicated on the layouts.

### Brief description of heating, ventilation and air-conditioning (HVAC)

— principles for defining the air supply, temperature, humidity, pressure differentials and air-change rates, policy of air recirculation (%).

### Brief description of water systems

— quality references of water produced; and

— schematic drawings of the systems in Annex 7.

### Brief description of other relevant utilities such as steam, compressed air, nitrogen, etc.

## Equipment

### List of major equipment

Listing of major production and control laboratory equipment with critical pieces of equipment identified should be provided in Annex 8.

### Cleaning and sanitation

— brief description of cleaning and sanitation methods of product contact surfaces (i.e. manual cleaning, automatic clean-in-place, etc.).

### Good manufacturing practices critical computerised systems

— description of GMP critical computerized systems (excluding equipment specific programmable logic controllers (PLCs)).

# Documentation

— description of documentation system (i.e. electronic, manual); and

— when documents and records are stored or archived off-site (including

pharmacovigilance data, when applicable): list of types of documents/records; name and address of storage site; and an estimate of time required to retrieve documents from the off-site archive.

# Production

## Type of products

References to Annex 1 or 2 can be made.

— type of products manufactured including:

• list of dosage forms of both human and veterinary products which are

manufactured on the site

• list of dosage forms of investigational medicinal products (IMP) manufactured for any clinical trials on the site, and when different from the commercial manufacturing, information on production areas and personnel;

— toxic or hazardous substances handled (e.g. with high pharmacological activity and/or with sensitizing properties);

## Process validation

— brief description of general policy for process validation; and

— policy for reprocessing or reworking.

## Material management and warehousing

— arrangements for the handling of starting materials, packaging materials, bulk and finished products including sampling, quarantine, release and storage; and

— arrangements for the handling of rejected materials and products.

# Quality Control

— description of the QC activities carried out on the site in terms of physical, chemical and microbiological and biological testing.

# Distribution, complaints, product defects and recalls

## Distribution (to the part under the responsibility of the manufacturer)

— types (wholesale licence holders, manufacturing licence holders, etc.) and locations (countries or regional economic areas) of the companies to which the products are shipped from the site;

— description of the system used to verify that each customer/recipient is legally entitled to receive medicinal products from the manufacturer;

— brief description of the system to ensure appropriate environmental conditions during transit, e.g. temperature monitoring/control;

— arrangements for product distribution and methods by which product traceability is maintained; and

— measures taken to prevent manufacturers’ products tentering into the illegal supply chain.

## Complaints, product defects and recalls

— brief description of the system for handling complaints, product defects and recalls.

# Self-inspections

— short description of the self-inspection system with focus on criteria used for selection of the areas to be covered during planned inspections, practical arrangements and follow-up activities.

# Appendix 1: Manufacturing Authorisation

# Appendix 2: List of dosage forms

# Appendix 3: GMP certificate

# Appendix 4: List of contracted suppliers and laboratories

# Appendix 5: Organisation structure

# Appendix 6: Production Plans

# Appendix 7: Water system schematics

# Appendix 8: Major product and laboratory equipment

Document Information

| Revision History | | | |
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| Revision | Modified by | Change Control No. | Description of Change |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
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| Doc. No. | Document Title |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions)

| Associated records | |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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