Preparation of a Site Master File for manufacturers of Vector Control Products.

1. INTRODUCTION

1.1 The Site Master File (SMF) is prepared by the vector control product (VCP) manufacturer and should contain specific information about the quality management policies and activities of the site, the production and quality control of VCP manufacturing operations carried out at the named site and any closely integrated operations at adjacent and nearby buildings. If only part of a VCP operation is carried out on the site, a Site Master File need only describe those operations.

1.2 Prequalification of a product is linked to the specific manufacturing site declared by the supplier. If the same product is manufactured at a different site each site the supplier wishes to be considered for inspection has to be declared and a separate Site Master File is required to be developed for each independent manufacturing site. Any products manufactured at a site not inspected or included in the Site Master File cannot be considered for prequalification.

1.3 The Site Master File, and all its appendices, shall be provided in English.

1.4 The Site Master File may be submitted by electronic media. All files or media submitted electronically should be password protected and the PQT-VC team provided with the password(s) by separate email.

2. AIM

2.1 The aim of this document is to provide guidance to the manufacturers of vector control products in the preparation of a Site Master File that will be used by the WHO PQT-VC team in preparation for site inspections and Quality Management System (QMS) audits.

2.2 Review of the Site Master File will constitute a Stage 1 audit, and the subsequent site visit will constitute the Stage 2 audit.

3. SCOPE

3.1 This document applies to the preparation and content required to be included in the Site Master File.

3.2 It is a requirement for the pre-qualification of vector control products for a site master file to be prepared and provided as a component of the prequalification submission application and to inform the site inspection which is part of the prequalification process.

4. CONTENT OF SITE MASTER FILE

4.1 Annex A. details the required format, structure, numbering and content of the Site Master File to be provided for any VCP that has been submitted to WHO for pre-qualification.

ANNEX A: CONTENT AND FORMAT OF SITE MASTER FILE

The Site Master File should be a component of the documentation included in the quality management system of the manufacturing site(s) and updated accordingly. The Site Master File should have an edition number, the date it becomes effective and the date of the next scheduled review by the manufacturer. Each Appendix to the file can have an individual effective date, allowing for independent updating as necessary.

A Site Master File should contain adequate information but, as far as possible, not exceed 25-30 pages plus appendices. Simple plans, outline drawings or schematic layouts are preferred. The Site Master File, including appendices, should be readable when printed on A4 paper sheets.

1. GENERAL INFORMATION

1.1 Contact Details

- Manufacturer`s name.
- Official address of the manufacturer;
- Names and street addresses of the site, buildings and production units located on the site;
- Name (s) and 24 hr telephone / mobile number to contact in the event of an urgent situation arising, such as product defect or recall.

1.2 Licensed manufacturing activities occurring at the site. If any.

- List and provide, in Appendix 1, copies of all manufacturing certification/licenses issued by relevant local authorities;
- List and provide, in Appendix 2, the type of products currently manufactured on-site;
- Provide a brief description of the manufacturing process and other related activities;
- List and provide, in Appendix 3, the site inspections that have been carried out by any national regulatory bodies or any other Competent Authority within the last 5 years, if any. This list should include the dates of the inspection(s) and name/country of the Competent Authority that performed the inspection and the final outcome / conclusion.

1.3 Any other manufacturing activities carried out on the site

- Description of all other on-site manufacturing activities, if any, that are not related to the manufacture of the VCP.

2. QUALITY MANAGEMENT SYSTEM

2.1 Quality Management System (QMS) implemented in the manufacturing site.

- Provide a brief description of the quality management systems implemented by the company and reference to the standard(s) applied;
- Provide, in Appendix 3, a copy of the Quality Manual (if one has been written);
- Provide, in Appendix 3, a copy of the relevant Quality Policy and Objectives;
- Provide an Organogram of the organisation showing in detail the responsibilities relating specifically to the QMS, QA and QC;
- Provide, in Appendix 3, copies of current QMS certification together with copies of the visit reports for the last 2 surveillance visits carried out by the Certification body.

2.2. Release procedure of finished products

- Provide a detailed description of the product batch final release activities.

2.3 Management of suppliers and contractors

- Provide a brief summary of the establishment/knowledge of supply chain and the external audit program;
- Provide a brief description of the selection and approval methods used for all suppliers, detailing any special arrangements for critical suppliers;
- Provide, at Appendix 4, a list of all identified Critical suppliers, the products supplied and suppliers contact details;
- Provide, at Appendix 4, a list of all external laboratory, scientific or analytical services used detailing the services provided;
- Provide a brief summary of any quality agreements that are in place with all suppliers, contract manufacturers or other external manufacturing.

2.4 Risk Management

- Provide a brief description of how risks and opportunities are identified and managed by the manufacturing sites (ISO 9001:2015, Clause 6.1).

3. PERSONNEL

- Provide, at Appendix 5, a detailed organogram of the organisation showing departmental level;
- Provide, at Appendix 5, the number of employees engaged in the quality management, Quality Assurance, production, quality control, storage and distribution respectively;

4. PREMISES AND EQUIPMENT

4.1 Premises

- Provide a brief description of the manufacturing site/plant, size of the site and a list of all other buildings used in the manufacture of the vector control products;
- Provide, at Appendix 6, a simple plan or description of manufacturing areas with indication of scale (architectural or engineering drawings are not required);
- Provide, in Appendix 6, lay outs and flow charts of the production areas indicating the production activities in the rooms;
- Provide, in Appendix 6, locations and lay-outs of warehouses and storage areas, with special areas for the storage and handling of any toxic or hazardous materials indicated, if applicable;
- Provide a brief description of heating, ventilation and any air conditioning (HVAC) systems applicable to the manufacturing areas;
- Provide a brief description of all water systems including waste water treatment and management, if any;
- Provide a brief description of other relevant utilities, such as steam, compressed air, nitrogen, etc.

4.2 Equipment

- Provide, in Appendix 7, a list of all major production equipment.
- Provide, in Appendix 7, a list of all quality control and any internal QC laboratory equipment, including a brief description of equipment maintenance.

5. DOCUMENTATION

- Description of the documentation system (i.e. electronic, manual) in place at the manufacturing site;
- If documents and records are stored or archived off-site, provide a list of the types of documents/records, the name and address of the storage site and an estimate of time required to retrieve documents from the off-site archive.

6. PRODUCTION

6.1. Type of products

(References to Appendix 1 or 2 can be made):

- Type of products manufactured
- Toxic or hazardous substances handled;

6.2 Process validation

- List of identified process control points;
- Brief description of general policy for process validation;
- Policy for reprocessing or reworking;

6.3 Material management and warehousing

- Arrangements for the handling of raw materials, packaging materials, bulk and finished products including sampling, quarantine, release and storage;
- Arrangements for the handling of rejected materials and products;
- Arrangements and approaches for avoiding contamination and cross-contamination;

7. QUALITY CONTROL (QC)

- Description of the Quality Control activities carried out at the site in terms of physical, chemical, and lab testing.

8. DISTRIBUTION, COMPLAINTS, PRODUCT DEFECTS, INTERNAL AUDITS AND RECALLS

8.1 Distribution

- Arrangements for product distribution and methods by which product traceability is maintained;

8.2 Complaints, product defects and recalls

- Brief description of the system for handling customer complaints, product defects and recalls.

9. Internal Audit

- Short description of the internal audit system with focus on criteria used for selection of the areas to be covered during planned audits, practical arrangements and follow-up activities.

Appendix 1	Copy of valid manufacturing authorisation(s)
Appendix 2	List of all products manufactured on site
Appendix 3	Copy of Quality Management System Quality Manual
Appendix 4	List of contract manufacturers and laboratories including the addresses and contact information, and flow-charts of the supply- chains for these outsourced activities
Appendix 5	Organisational charts
Appendix 6	Lay outs of production areas including material and personnel flows, general flow charts of manufacturing processes of each product type (dosage form)
Appendix 7	List of major production and QC laboratory equipment