Tentative translation (as of 22 January 2014)

Office Memorandum
2 December 2013

To (the organisations stated elsewhere)

Office of GMP/QMS Inspection, PMDA

Documents to be submitted to PMDA when applying for its pre-approval GMP inspection or periodic post-approval GMP inspection of drugs or quasi-drugs[1]

Documents to be submitted to the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as "PMDA") for:

Its pre-approval GMP inspection when applying for a marketing authorisation of drugs or quasi-drugs (hereinafter referred to as "drugs etc.") or when applying for an authorisation of partial changes thereof pursuant to the provision of Article 14, Paragraph 6 (including the provision applied *mutatis mutandis* under Article 14, Paragraph 9 and Article 19-2, Paragraph 5), or when initiating manufacturing pursuant to Article 80, Paragraph 1 of the Pharmaceutical Affairs Law (Law No. 145, 1960) (hereinafter referred to as the "PAI") ; or

Its periodic post-approval GMP inspection every 5 years after the marketing authorisation or the initiation of manufacturing (hereinafter referred to as the "periodic PoAI")

have been stipulated in:

The provision of Article 50, Paragraph 2 (including the provision applied *mutatis mutandis* under Article 101) of the Enforcement Regulations of the Pharmaceutical Affairs Law (MHW Ministerial Ordinance No. 1, 1961) (hereinafter referred to as "Enforcement Regulations"); and

The following Notifications (hereinafter collectively referred to as "Enforcement Notification").

[1] Note/ This is a tentative translation of afore-mentioned office memorandum in English which is not an authentic and not formally authorised by PMDA.

> The Notification of the Director of the Compliance and Narcotics Division, Pharmaceutical and Food Safety Bureau, the Ministry of Health, Labour and Welfare (*Yakushokukanma-hatsu* No. 0330001, 30 March 2005) "Enactment, revision, or repeal of the Ministerial Ordinances and Notices related to manufacturing control and quality control of drugs, medical devices etc. (GMP/QMS) in accordance with enforcement of the Law for Amendment of the Pharmaceutical Affairs Law and the Blood Collection & Blood Donation Intermediary Business Control Law" and
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> The Notification of the Director (*Yakushokukanma-hatsu* 0830 No. 1, 30 August 2013) "Handling of Ministerial Ordinance on GMP and QMS for Drugs and Quasi-drugs".

In addition, such documents have been also stipulated in the Office Memoranda of Office of GMP/QMS Inspection, PMDA － "Documents required by PMDA when applying for its PAI/periodic PoAI" (29 July 2008), and "Revisions of documents required by PMDA when applying for its PAI/periodic PoAI" and "Documents to be submitted to PMDA when applying for its periodic PoAI" (25 October 2010).

This time, for the purpose of revising the existing Office Memoranda based on the amendment of Enforcement Notification, and streamlining further the periodic PoAI in order to deal with increasing applications expected in the future, the Office of GMP/QMS Inspection, PMDA revises the above-mentioned documents as described below. You are requested to recognise them and to collaborate in thoroughly communicating them to relevant persons.

The Office of GMP/QMS Inspection, PMDA applies this Office Memorandum to the applications submitted on 1 January 2014 and onwards (during a period until 31 March 2014, applications may be continued to be filed in accordance with the existing Office Memoranda.). With enforcement of this Office Memorandum, the Office of GMP/QMS Inspection, PMDA abolishes its existing Office Memoranda－"Documents required by PMDA when applying for its PAI/periodic PoAI" (29 July 2008) and "Revisions of documents required by PMDA when applying for its PAI/periodic PoAI" and "Documents to be submitted to PMDA when applying for its periodic PoAI" (25 October 2010).

1. Documents to be submitted when applying for the PAI

(1) The documents to be submitted when applying for the PAI are, other than those set forth in Chapter 1, Section 3, Item 9(1) of Enforcement Notification, as shown

in the attached Annex 1. Although the application for the PAI may be started even at the time when all the necessary documents presented in the Annex 1 are yet to be prepared, the Office of GMP/QMS Inspection will make inquiries to request the documents to be prepared. Please, therefore, submit the documents as soon as possible.

2. Documents to be submitted when applying for the periodic PoAI

(1) The documents to be submitted when applying for the periodic PoAI are, other than those set forth in Chapter 1, Section 3, Item 9(2) of Enforcement Notification, as shown in the attached Annex 2. Although the application for the periodic PoAI may be started even at the time when all the necessary documents presented in the attached Annex 2 are yet to be prepared, the Office of GMP/QMS Inspection will make inquiries to request the documents to be prepared. Please, therefore, submit the documents as soon as possible.

(2) When applying for the periodic PoAI of two or more products at the same time, please select representative products based on clear justification in accordance with Chapter 1, Section 3, Item 9(2) of Enforcement Notification. When using the flexible disk etc. instead of the designated application form for the periodic PoAI pursuant to the provision of Article 284 of Enforcement Regulations, please record which products applied correspond to the selected representative products in the remarks column of the flexible disk etc., and submit the documents set forth in the attached Annex 2. The Office of GMP/QMS Inspection may request to change the representative products if it is considered to be inappropriate.

3. Other

(1) PMDA, at its responsibility as the GMP inspection authority, will make decisions on whether the PAI/periodic PoAI should be conducted on site or on a desktop basis taking into account of “factors of the manufacturing control and quality control to which attention should be paid (e.g. complexity of the manufacturing process and extent of the risk associated with use of the products), history of the on-site inspections etc., the non-compliance records in the past, and the recall experiences and their nature” etc. stated in Enforcement Notification as well as contents of the documents submitted pursuant to the above Item 1 or 2.

(2) In case of filing the application, of which PAI/periodic PoAI is decided to be conducted on a desktop basis, and anticipating taking time to complete submission of all the documents set forth in the attached Annex 1 or 2 or to respond to the

inquiries from the Office of GMP/QMS Inspection, PMDA, please communicate such a fact to the Office as soon as possible.

Annex 1

Documents to be submitted when applying for the PAI

The following documents should be submitted when applying for the PAI, whereas they are specified as "documents on manufacturing control and quality control of the products related to the GMP inspection" and "documents on manufacturing control and quality control of the manufacturing site related to the GMP inspection" in the provision of Article 50, Paragraph 2 (including the provision applied *mutatis mutandis* under Article 101 and Article 264, Paragraph 2) of Enforcement Regulations.

Ⅰ. The documents stipulated in Enforcement Notification (re-publication)

1. A copy of the result notification or the report related to a PAI/periodic PoAI (including those conducted by another inspection authority etc.) conducted two years before the date of the present application for the PAI and thereafter.

2. For an application for the PAI of an overseas manufacturing site:

   (1) In case where it locates in a country etc. of which government has concluded an MRA with the government of Japan, a GMP-compliance certificate issued by the other party under the MRA;

   (2) In case where it locates in a country etc. of which authority has exchanged an MOU with the authority of Japan, a GMP-compliance certificate issued by the other party authority under the MOU; or

   (3) In case where it locates in other country etc., a WHO-format certificate, a GMP-compliance certificate etc. issued by the agency of the country etc.

3. A copy of the marketing authorisation application documents for the products subject to the PAI. In case of the products of which manufacturing initiation for export is notified, a copy of the notification.

Ⅱ. "Documents required by the GMP inspection authority" under Chapter 1, Section 3, Item 9 (1) D of Enforcement Notification

1. Outline of the products subject to the PAI etc. and outline of the manufacturing site

(1) Outline of the products subject to the PAI at the manufacturing site (Form 1)

(2) Outline of the Drug Manufacturing Site (for domestic manufacturing sites) (Form 2) or Outline of the Drug Manufacturing Site (for overseas manufacturing sites) (Form 3)

When applying for the PAI of an external testing laboratory, neither Form 2 nor Form 3 is necessary, however it is requested to submit Form 1 in which necessary data should be filled in the column for the external testing laboratory.

Annex 2

Documents to be submitted when applying for the periodic PoAI

The following documents should be submitted when applying for the periodic PoAI, whereas they are specified as "documents on manufacturing control and quality control of the products related to GMP inspection" and "documents on manufacturing control and quality control of the manufacturing site related to the GMP inspection" in the provision of Article 50, Paragraph 2 (including the provision applied *mutatis mutandis* under Article 101 and Article 264, Paragraph 2) of the Enforcement Regulations.

Ⅰ. The documents stipulated in Enforcement Notification (re-publication)

1. A copy of the result notification or the report related to a PAI/periodic PoAI (including those conducted by another inspection authority etc.) conducted two years before the date of the present application for the periodic PoAI and thereafter.

2. For an application for the periodic PoAI of an overseas manufacturing site:

   (1) In case where it locates in a country etc. of which government has concluded an MRA with the government of Japan, a GMP-compliance certificate issued by the other party under the MRA;

   (2) In case where it locates in a country etc. of which authority has exchanged an MOU with the authority of Japan, a GMP-compliance certificate issued by the other party authority under the MOU; or

   (3) In case where it locates in other country etc., a WHO-format certificate, a GMP-compliance certificate etc. issued by the agency of the country etc.

3. A copy of the marketing authorisation documents for the products subject to the periodic PoAI. In case of the products of which manufacturing initiation is notified, a copy of the notification.

4. A copy of the authorised partial changes of the marketing authorisation documents during the last 5 years.

5. A copy of the notified partial changes of the marketing authorisation documents during the last 5 years.

6. Documents justifying the selection of the representative products for each of the classifications of the work areas, work rooms, areas, facilities etc., and documents justifying the classifications when applying for the periodic PoAI of two or more products at the same time. When the representative products are selected pursuant to this provision, the above-mentioned documents set forth in 1 to 3 may be narrowed down to only those concerning the representative products.

7. Whether or not the applied products were recalled during the last 5 years (when applicable, their outlines.).

8. A written oath (Please see the format shown in Enforcement Notification.).

* In principle, the representative products should be different from those which were selected for the previous periodic PoAI.

Ⅱ. "Documents required by the GMP inspection authority" under Chapter 1, Section 3, Item 9 (2) H of Enforcement Notification

1. Outline of the products subject to the periodic PoAI etc. and outline of the manufacturing site

   (1) Outline of the products subject to the periodic PoAI at the manufacturing site (Form 1)

   (2) Outline of the Drug Manufacturing Site (for domestic manufacturing sites) (Form 2) or Outline of the Drug Manufacturing Site (for overseas manufacturing sites) (Form 3)

   When applying for the periodic PoAI of an external testing laboratory, neither Form 2 nor Form 3 is necessary, however it is requested to submit Form 1 in which necessary data should be filled in the column for the external testing laboratory.

2. Drawings of the manufacturing site layout

   (1) Maps showing the premises of the manufacturing site and the area adjacent to them

(2) Drawings showing the layout of entire buildings and facilities such as work areas in the manufacturing site (please indicate the names or codes of the buildings and facilities so that they can be identified in relation to those shown in the following 3.)

3. Documents concerning buildings and facilities of the manufacturing site

(1) Drawings of buildings and facilities of the manufacturing site

Please submit drawings showing necessary information (e.g. locations of major equipment and equipment names) on buildings, facilities and equipment of the manufacturing site. Please include related testing laboratories, keeping facilities for animals etc. in such buildings, facilities and equipment. In addition, please clearly indicate streams of the personnel, raw materials and packaging and labelling materials etc., environmental control levels (including definition of the cleanliness) in the buildings and facilities, and the pressure differentials (Pa) between rooms. For the environmental control levels in the buildings and facilities, please indicate also number of the HVAC systems and their classification (including the rooms and areas where air is supplied by each of the systems).

Furthermore, when the representative products and other products subject to the periodic PoAI, and other products manufactured at the manufacturing site correspond to the following cases, please specify the justifications for prevention of their cross-contamination.

1) The case in which the products contain highly sensitising substances such as penicillin derivatives and cephalosporin derivatives.

2) The case in which the products contain substances with highly pharmacological actions or toxicity such as certain steroids and cytotoxic anticancer agents.

3) The case in which the products are highly toxic substances such as herbicides, insecticides etc.

4. Documents concerning GMP organisation chart and quality assurance system

Please indicate the name and duty in the manufacturer of each of the responsible persons in the GMP organisation. In case where a company-wide quality assurance body including top management is involved in the GMP organisation, please clearly describe its relationship with the quality department of the manufacturing site.

5. Documents concerning the GMP document system

Please submit a list of GMP-related documents (The list should include titles and ID numbers of such documents etc.).

6. Documents concerning the manufacturing process

(1) Manufacturing process flowcharts etc.

Please submit flowcharts (They must be originals with a signed statement of the manufacturing manager[2] and the in-country caretaker of drug substances that the flowcharts do not vary from the actual manufacturing process and are consistent with contents of the marketing authorisation documents or the registered MF[3]. See examples in Appendices 1 to 6.) showing the manufacturing methods (including process parameters, in-process control parameters and values, solvents, cell bank control (storing and re-establishing) etc.) as well as the specifications and testing methods (including those concerning the design space) of the products etc. (including raw materials, intermediates and intermediate products), or a copy of the instructions/records or the written procedures (in which the relevant descriptions should be highlighted) used in the actual manufacturing process, with regard to the drugs subject to the periodic PoAI (or the "representative drugs" selected pursuant to Chapter 1, Section 3, Item 9 (2) of Enforcement Notification and hereinafter referred to as such). In case that there are procedures concerning using of recovered solvents, recovered mother liquors, seed crystals etc., or procedures concerning reprocessing or reworking, please describe as such.

(2) Documents concerning water used for the manufacturing

Please submit the following documents concerning water used for the manufacturing of the drugs subject to the periodic PoAI:

1) The documents concerning the types and specifications of (all) water used for the manufacturing; and

2) A copy of the written procedures, or the documents summarising them, (those showing the location of the use points and sampling points as well as the items and frequency of testing the samples collected at each of those points) that show the methods of treatment, generation, storage and

[2] The drug manufacturing manager specified in Article 17, Paragraph 3 of PAL and the manager controlling the manufacturing of the biological –origin products specified in Article 68-2, Paragraph 1 of PAL (in case of an overseas manufacturer, the person responsible for the manufacturing site which has been recognised in accordance with the provision of Article 13-3, Paragraph 1 of PAL or the person designated beforehand by such an overseas manufacturer) (hereinafter collectively referred to as "manufacturing manager").

[3] In case that there are any inconsistencies between the actual manufacturing process and the contents of the marketing authorisation documents or the registered MF, flowcharts (originals), without difference from the actual manufacturing process, in which the points of such inconsistencies are identified on the flowcharts and the existence of them is stated at the applicable points, and which the manufacturing managers and the in-country caretaker of drug substances signed.

distribution as well as the routine and periodic control parameters and specifications of the water used for the manufacturing, in case where the equipment for such water is installed at the manufacturing site.

7. Manufacturing performance

Please submit lists presenting annual number of lots and annual manufacturing volume of the drugs subject to the periodic PoAI.

8. Documents concerning the product quality review

Please submit a copy of relevant part of the latest report of the product quality review conducted within the last two years or separate documents summarising the report. These should include name of the product group reviewed (Only in case where the representative products and other products were grouped and reviewed. Scientific appropriateness and justification for considering the said products could be grouped.), the target period of the review, the results of the review and their evaluation (including evaluation of the revalidation results), a summary of the corrective and preventive actions (including their plans) taken based on the review results as well as name/seal or signature of the person responsible for the review (If the name/seal or signature of the said person is affixed to the original used for the copy, it is unnecessary to newly affix them to the copy.).

In case where the aforementioned report or summarising documents do not contain results of any of the following reviews, and such reviews have been separately conducted, please submit documents on results of such reviews.

(1) A review of raw materials, and packaging and labelling materials used in the products

The review should include verification of the results of testing upon receipt of critical raw materials, and packaging and labelling materials (including packaging materials (especially those from new sources)) and verification of appropriateness of the evaluation of their suppliers.

(2) A review of critical in-process controls and finished products

The review should include verification of appropriateness of the specifications of the in-process controls and the finished products based on their statistical analysis results etc.

(3) A review of all batches that failed to meet established specification(s) and their investigation

In case where any batches of the products subject to the review (It should not be limited to the review on the representative products.) failed to meet the specifications, the review report should include a summary of the corrective and preventive actions

based on the results of their investigations as well as verification of such actions.

(4) A review of all significant deviations and non-compliances, their related investigations, and the effectiveness of resultant corrective and preventive actions taken.

The corrective and preventive actions of which effectiveness was yet to be evaluated during the target period should be reviewed as issues regarding the Item (8) during the next target period.

(5) A review of all changes carried out to the process or analytical methods

The review should include verification of existence of any issues raised by the changes.

(6) A review of the results of the stability monitoring programme and any adverse trends

For lots of which stability was monitored due to the reasons of changes, deviations etc. other than the lots subject to the regular stability monitoring programme, the review should include verification taking account of such reasons.

(7) A review of all quality-related returns, complaints and recalls and the investigations performed at the time

In case where any similar returns, complaints or recalls have repeatedly occurred, the review should include verification of their possible causes etc. taking account of trend analysis results etc.

(8) A review of adequacy of any other previous product process or equipment corrective actions

The review should include verification of adequacy of the corrective actions which were taken for the manufacturing process or equipment of the representative products and of which effectiveness was yet to be evaluated during the previous target period.

(9) The qualification status of relevant equipment and utilities, e.g. HVAC, water, compressed gasses, etc.

The review on the qualification status should include the results of confirmation that the qualification of equipment and utilities (HVAC, water, compressed air etc.) (Such qualification includes calibration of the former and routine checks and regular maintenance of the latter.) was implemented as planned.

(10) A review of any contractual arrangements to ensure that they are managed.

The review should include the results of confirmation that contractual agreements with the external testing laboratory etc. are up to date.

9. Documents concerning status of validations

Please submit documents concerning status of the following validations that were conducted after the last periodic PoAI and that targeted the products subject to the periodic PoAI, among those set forth in Chapter 3, Section 4－the Validation Standards －of Enforcement Notification.

(1) Revalidations

Please submit documents summarising the frequency and results of the revalidations of sterility assurance conducted during the last two years.

(2) Validations when changes are made

Please submit lists etc. that summarise the titles, dates of implementation, and results of all qualifications, process validations, cleaning validations etc. conducted when changes were made to the raw materials, packaging and labelling materials, manufacturing process, buildings and facilities, cleaning operations etc.

10. Documents concerning status of compliance with the Standard for Biological Ingredients

Please submit documents showing the status of compliance with the Standard for Biological Ingredients with regard to the representative products and other products subject to the periodic PoAI. In case where no raw materials regulated by the Standard for Biological Ingredients are used, please describe as such.

Ⅲ. Points to note

1. The above-mentioned documents are only minimum standard documents to be submitted to PMDA. The actually required documents may vary according to the individual products or manufacturing process subject to the periodic PoAI. In addition, submission of the following documents may be requested according to history of the previous inspection etc.: relevant part of a copy of the manufacturing instructions/records, a copy of the testing records and written procedures of the manufacturing/testing, etc. Practically, please follow the instructions of the inspector in charge of the inspection.

2. In case where the documents written in a foreign language other than English consist of greater portion of those to be submitted, please prepare and attach their

summaries written in Japanese or English.

3. In case where the documents need to be submitted directly by the manufacturers etc. to PMDA due to compelling circumstances, please make sure above all to inform the manufacturers etc. of the system receipt number, name of the products subject to the periodic PoAI and application date. Then please inform and consult the inspector in charge of the inspection about such circumstances, and follow his/her instructions.

4. If there is no change of contents of the documents that were previously submitted to PMDA within the last two years for the other PAI/periodic PoAI (including those which were conducted on a desktop basis as a result), it is acceptable to substitute description of information on their identification (the name of the marketing authorisation holder, system receipt number, name of the applied products and application date of the previous submission) for them.

5. In case where a GMP-compliance certificate (Only the original is acceptable.) of the applicable products issued by the other party under the MRA is attached, or where a copy of documents showing the "Certificate Number" for reference to the certified contents registered on the EudraGMDP database－e.g. MHLW's notice letter of the certification－is attached, the documents set forth in Ⅱ (excluding those related to 1. and 10.) may be omitted. In addition, in case where a GMP-compliance certificate (Only the original is acceptable.) issued by the other party authority under the MOU is attached, the documents may be possibly omitted. Practically, please follow the instructions of the inspector in charge of the inspection.

6. In case where the Site Master File contains information equal to or more than the above-mentioned documents, it is acceptable to substitute the Site Master File (written in English or Japanese) for the above-mentioned documents.

7. When including documents which are not confirmed as those approved by the manufacturing manager (e.g. summary papers prepared for the periodic PoAI, documents outside the GMP control, etc.), please submit such documents with a signed statement of the manufacturing manager that he/she is responsible for their contents.

様式 1
Form 1

当該製造所における調査対象品目等に関する概要
Outline of Product(s) Subject to Inspection

平成　年　月　日現在
As of DD/MM/YY

製造販売業者の氏名（法人にあっては、名称及び代表者の氏名） Name of marketing authorisation holder	
品目名 Product name	
製造所の名称 Name of manufacturing site	
製造所の所在地 Address of manufacturing site	

調査対象品目等に関する情報　　該当する□にレ点を記載してください。
Information of product(s) subject to inspection
Please put X in the appropriate boxes.

製造施設・設備機器 Buildings, facilities and equipment	原薬製造を含む一次包装工程までの製造に係る From APIs manufacturing to the primary packaging 建物： Buildings: □ 専用　　□ 共用（一部共用を含む。） Dedicated　Shared(including partially shared) 製造区域： Manufacturing areas: □ 専用　　□ 共用（一部共用を含む。） Dedicated　Shared(including partially shared) 製造設備機器： Facilities and equipment: □ 専用　　□ 共用（一部共用を含む。） Dedicated　Shared(including partially shared)

	＊いずれかが「共用（一部共用を含む。）」に該当する場合には、それを共用する製品等が： When buildings, manufacturing areas or facilities and equipment correspond to “shared (including partially shared)”, please provide information of the product(s) sharing them by putting X in the appropriate box(es). □高生理活性物質（ある種のステロイド類（性ホルモン、活性の強いステロイド等）や細胞毒性のある抗がん剤のように強い薬理作用又は毒性を有する物質等） Highly bioactive substances (including strong pharmacological and/or toxic substances such as some sorts of steroids (e.g. sex hormones and strong steroids) or cytotoxic anticarcinogens) □ペニシリン系抗生物質　□β ラクタム系抗生物質 Penicillin antibiotics　β-lactam antibiotics □上記に該当なし　□開示なし None of the above　Not to be disclosed
	二次包装工程以降の製造に係る施設・設備機器： Buildings, facilities and equipment in and after the secondary packaging □ 専用　□ 共用（一部共用を含む。） Dedicated　Shared(including partially shared)
製造工程の範囲 Manufacturing process	□ 原薬中間体製造 Manufacturing of API intermediates □ 原薬製造 Manufacturing of APIs □ 原薬の一部工程（原薬の粉砕等） Part of API manufacturing process (Milling of APIs, etc.) □ 原薬の小分 Subdividing of APIs □ 製剤製造 Manufacturing of drug products □ 製剤の一部工程（製剤のコーティング等） Part of drug product manufacturing process (Coating of drug products, etc.) □ 製剤の小分（PTP 包装、ボトル充填等） Subdividing of drug products (PTP packaging, bottle filling, etc.) □ 包装・表示 Packaging/Labeling □ 保管 Storage
製品情報 Product information	□ 生物学的製剤等 Biological product, etc. □ 放出調節製剤 Modified release drug product

	□ シリンジ注射剤 Syringe injection drug □ 輸液 Infusion fluid □ 粉末注射剤 Powder injection drug □ 凍結乾燥注射剤 Lyophilized injection drug □ 溶液注射剤 Liquid for injection □ その他（　　剤） Others (dosage form :　　)
原薬情報 Information of APIs	□ 新規有効成分 New active ingredients □ 既存有効成分 Existing active ingredients
MF 利用 MF registration □ 有 Registered □ 無 Not registered	□ ワクチン Vaccine □ 遺伝子組換え、細胞培養応用 Recombinant DNA technology-applied or cell culture derived drugs □ 抗血清 Antiserum □ 高生理活性物質（ある種のステロイド類（性ホルモン、活性の強いステロイド等）や細胞毒性のある抗がん剤のように強い薬理作用又は毒性を有する物質等） Highly bioactive substances (including strong pharmacological and/or toxic substances such as some sorts of steroids (e.g. sex hormones and strong steroids) or cytotoxic anticarcinogens) □ ペニシリン系抗生物質 Penicillin antibiotics □ βラクタム系抗生物質 β-lactam antibiotics □ ヘパリン様物質 Heparin-like compounds □ ヒト由来物質 Human-derived materials □生薬（原薬としての） Crude herbal medicine (as API) □ビタミン Vitamin □上記に該当なし（　　） None of the above　(　　)

	□ 無菌原薬 Sterile APIs □ 非無菌原薬 Non-sterile APIs
	□ 日局収載品 Products listed in Japanese pharmacopoeia □ 食品添加物 Food additives □ その他（ ） Others( )

製造方法（無菌製剤） Manufacturing method (Sterile preparations)	□ 無菌操作法 Aseptic processing □ 最終滅菌法 Terminal sterilization □ その他 Others (　　)
製造工程の特性 Characteristics of manufacturing process	□デザインスペース採用 Introduction of design space(s) □パラメトリックリリース実施 Implementation of parametric release □RTRT 実施 Implementation of RTRT □ドジメトリックリリース実施 Implementation of dosimetric release □Continuous process verification □Continued process verification □上記に該当なし（　　） None of the above (　　)
GQP 省令第 7 条に基づく取決め Agreement in accordance with GQP Ordinance Article 7	□ 有（取決め日　　年　　月　　日） Concluded (Date of agreement : DD/MM/YY) □ 無（ドラフトを含む。） Not concluded (including draft agreement)
外部試験検査機関（利用する場合に記載すること。） External testing laboratory (if applicable) □ 自社の他施設（グループ会社*を含む。） In-house Laboratory (including affiliated companies*) □ 外部 Contract laboratory	機関の名称 Name of the laboratory 機関の所在地 Address 電話 Telephone:　　Fax: □ 原料試験 Raw material test 試験名 : Name of the test: □ 工程内管理試験 In-process control test 試験名 : Name of the test: □ 出荷試験 Release test 試験名 : Name of the test:

＊グローバルな品質保証体制にある場合

* Manufacturers with their global quality control systems

Points to note for filling in Form 1

- With regard to the use of external testing laboratories, please separate in-house testing laboratories from the other external testing laboratories. If there are two or more external testing laboratories, please add columns and fill in all the laboratories.

- Please fill the name of testing conducted at the external testing laboratories in any of applicable columns: “Raw material test”; “In-process control test”; or “Release test”. Please describe also the testing of other substances－e.g. active ingredients, diluents, WFI etc.－referred to in the column of the “ingredient and contents or essence” in the marketing authorisation (application) documents. Please note that it is not necessary to fill in descriptions on the testing related to environment monitoring etc.

- For “Continuous process verification” and “Continued process verification”, please refer to the ICH Guideline for Pharmaceutical Development (Q8(R2)), FDA guidance(4) etc.

[4] U.S. Department of Health and Human Services, Food and Drug Administration, CDER, CBER and CVM (ed.), Guidance for Industry, Process validation: general principles and practices. January 2011

Form 2

Note: Translation of Form 2 is omitted due to the fact that Form 2 (written in only Japanese) and Form 3 (written in Japanese/English) are substantially identical.

様式３
Form 3

医薬品製造所概要（外国製造所用）
Outline of Drug Manufacturing Site
(Foreign Manufacturing Site)

平成　年　月　日現在
As of DD/MM/YYYY

製造所の名称 Name of manufacturing site	
製造所の所在地 Address of manufacturing site	
国内連絡先 Contacts in Japan	業者名 Name of the company_____ 担当者 Contact person_____ 電話 Phone_____ FAX_____ E-mail_____

認定番号 Accreditation No.	当初認定年月日 Date of initial accreditation
認定の期限 Expiry date	認定の区分 Accreditation category

従業員数（パート社員等を含む。）
Numbers of employees　(including part-time employees)

全従業員数 Total	製造部門 Manufacturing department	QC 部門 QC department	QA 部門 QA department
人	人	人	人

製造所の責任者
Responsible person of the site
(Qualified person in the EU, or head of quality unit in other countries)

氏名 Name	職名 Job title
電話 Phone_____ FAX _____ E-mail _____	

製造品目数（日本への輸出品目数は（　）で記載。）
Number of manufactured products (Number of products exported to Japan should

be described in parenthesis.)

	原薬・中間体 Manufacturing of APIs/Intermediates	製剤化工程 Manufacturing of drug Products	一次包装工程以降 After primary packaging	二次包装工程以降・表示・保管のみ Secondary packaging・Labeling・Storage
製造品目数 Number of products				
高生理活性物質 Highly bioactive substances				
ペニシリン系抗生物質 Penicillin antibiotics				
β ラクタム系抗生物質 β-lactam antibiotics				

注）１．高生理活性物質とは、ある種のステロイド類（性ホルモン、活性の強いステロイド等）や細胞毒性のある抗がん剤のように強い薬理作用又は毒性を有する物質等をいう。

２．原薬の小分けに関しては、「原薬・中間体」の欄に記載。

Note)

1. "Highly bioactive substances" include strong pharmacological and/or toxic substances such as some sorts of steroids (e.g. sex hormones, and strong steroids) or cytotoxic anticarcinogens.
2. In cases of subdividing manufacture of APIs, please fill in the Manufacturing of API/Intermediate column.

調査対象品目の状況
Information of the products subject to the inspection

品目名（英語名も併記のこと） Names of the products (Please specify English names as well)	当該製造所での製造開始時期 Commercial manufacture started from (MM/YY)	当該製造所製造品の欧米流通開始時期 Marketing in EU and US started from (MM/YY)	当該製造所製造品の国内流通開始時期 Marketing in Japan started from (MM/YY)

施設情報 ①
Information of the manufacturing site I

製造所敷地面積 Area of the site	倉庫面積 Area of the warehouse
製造施設面積 Area of the manufacturing facilities	試験検査施設面積 Area of the testing laboratory

施設情報②（使用している重要なコンピュータ化システム）
Information of the manufacturing site II
(Overall function of major computer system adopted in the manufacturing site)

重要なコンピュータ化システムの名称 Name of major computer system	□ERP □MES □LIMS □DCS □その他 Others（ ）□使用なし(N/A)

過去 5 年間の行政機関からの査察の有無
History of GMP inspections by regulatory authorities over the past 5 years.

行政機関名 Name of regulatory authorities	時期 Inspection date	対象品目名 Name of inspected products	結果 Inspection results	実地か書面かの別 Type of inspection (On-site/Desk-top)

過去 5 年間の回収、GMP 不適合の有無（有の場合には概要を記載。）
History of product recall or GMP non-compliance over the past 5 years (Please specify details.)

Points to note for filling in Forms 2 and 3

- The “QC department” (Quality Control) refers to a quality control department (a department in charge of testing) whereas the “QA department” (Quality Assurance) refers to a quality assurance department. The “Quality Department” defined in the “Ministerial Ordinance on Standards for Manufacturing Control and Quality Control for Drugs and Quasi-drugs” (MHLW Ministerial Ordinance No.179, 2004) is functionally divided into the “QC department” and “QA department”.

- For a manufacturing site where the quality department is not divided into a QC department and a QA department, please fill the total number of employees in the quality department in the column of “QC department,” and fill “0” in the column of “QA department”.

- In the column of “Number of products”, please fill the number of all the products including, but not limited to, those subject to the periodic PoAI manufactured at the manufacturing site.

- In the column of “Information of the manufacturing site”, please fill applicable information on entire parts of the manufacturing site including, but not limited to, those of the products subject to the periodic PoAI.

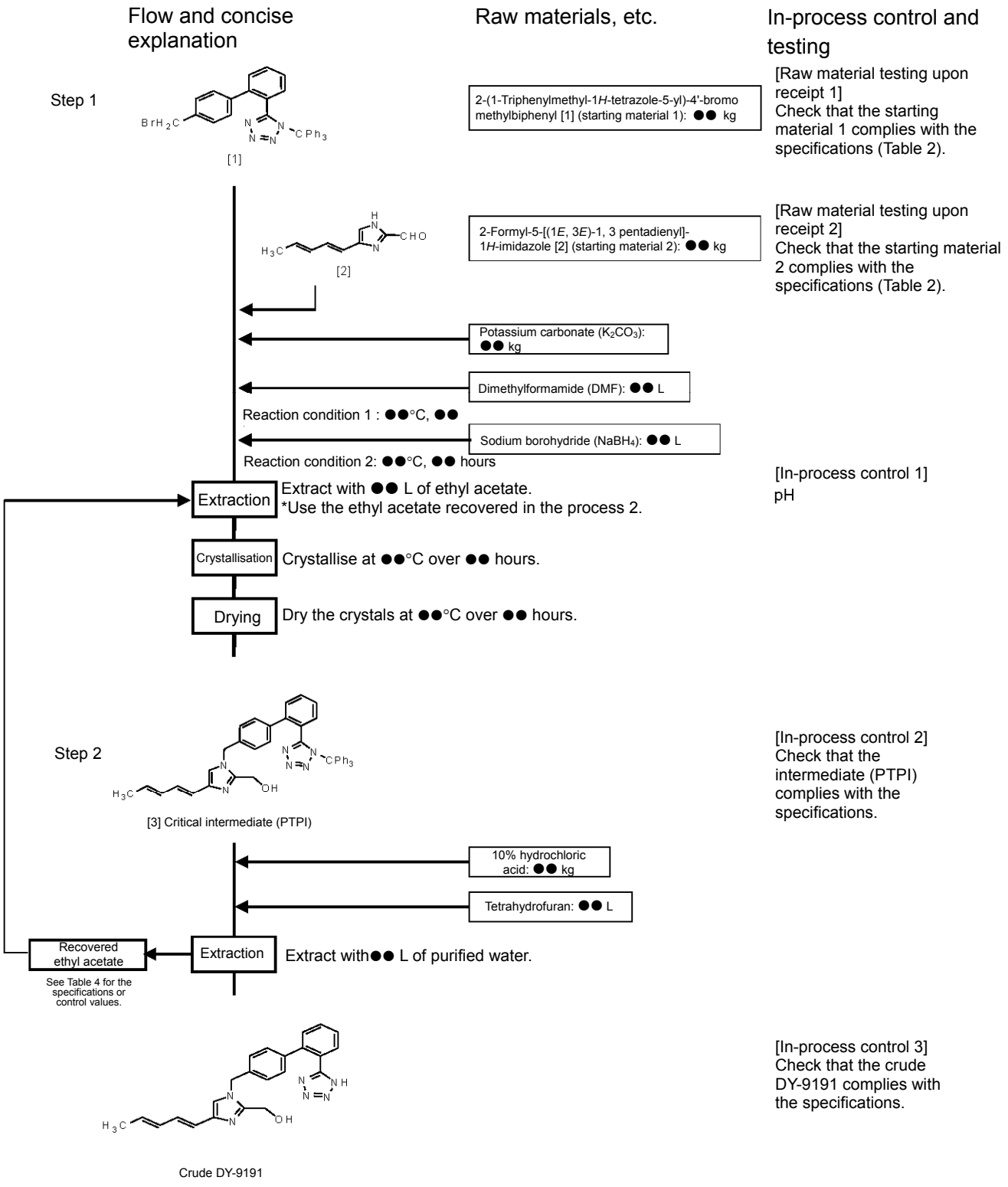
- In the column of “History of GMP inspections by regulatory authorities over the past 5 years”, please fill applicable information on the history of GMP inspections (Such information should include those conducted by overseas authorities.) regarding all the products including, but not limited to, those subject to the periodic PoAI manufactured at the manufacturing site.

- In the column of “History of product recall or GMP non-compliance over the past 5 years”, please fill existence and outline of the applicable cases of all the products including, but not limited to, those subject to the periodic PoAI manufactured at the manufacturing site.

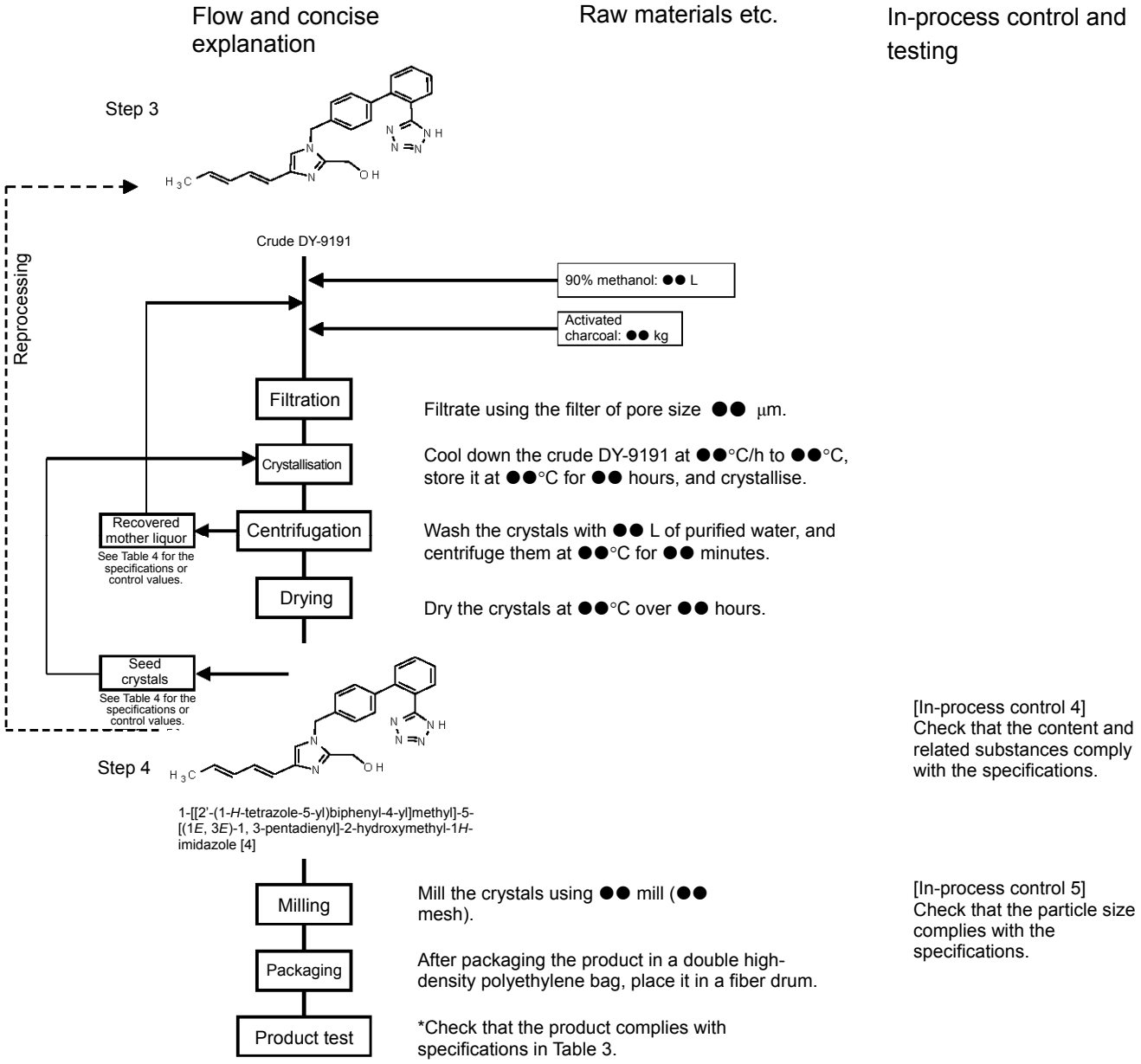
- In the column of “Contacts in Japan”, please fill information on the contact points appropriate for the inspector of PMDA directly to contact.

- In the column of “Names of the products (Please specify English names as well)”, please fill the English names formally used in Japan.

Flowcharts of the manufacturing process (Example of a chemical API) (1/3) **Appendix 1**



Flowcharts of the manufacturing process (Example of a chemical API) (2/3)



*No reworking process is performed in the manufacturing process of the API subject to the inspection.

Table 1. In-process control testing and acceptance criteria

	Items	Testing methods	Acceptance criteria
In-process control 1	pH	pH test strips	pH●.● to ●.●
In-process control 2	Content	Titration	●●% to ●●%
	Starting material 1	Titration	≤ ●●%
In-process control 3	Content	HPLC	●●% to ●●%
	Related substance A	HPLC	≤ ●●%
In-process control 4	Content	HPLC	●●% to ●●%
	Related substance A	HPLC	≤ ●●%
	Individual related substances	HPLC	≤ ●●%
In-process control 5	Particle size distribution	Laser diffraction method	d50 ●● μm

Flowcharts of the manufacturing process (Example of a chemical API) (3/3)

Table 2. Specifications of the starting materials

	Items	Testing methods	Specifications
Starting material 1	Content	Titration	●●% to ●●%
	Loss on drying	Methods identical or equivalent to the procedures specified in JP.	≤ ●●%
Starting material 2	Content	Titration	●●% to ●●%
	Heavy metals	Methods identical or equivalent to the procedures specified in JP.	≤ ●●ppm

Table 3. Specifications of the product

	Items	Testing methods	Specifications
Product	Content	HPLC	●●% to ●●%
	Related substance A	HPLC	≤ ●●%
	Related substance B	HPLC	≤ ●●%
	Other related substances	HPLC	≤ ●●%
	Heavy metals	Methods identical or equivalent to the procedures specified in JP.	≤ ●●ppm
	Loss on drying	Methods identical or equivalent to the procedures specified in JP.	≤ ●●%
	Residual methanol	GC	≤ ●●ppm
	Residual THF	GC	≤ ●●ppm

Table 4. Specifications or control values of the recovered ethyl acetate, seed crystals and recovered mother liquor

	Items	Testing methods	Specifications or control values
Recovered ethyl acetate	Content	GC	≥ ●●%
	Water	KF	≤ ●●%
Seed crystals	According to the specifications of the product shown in Table 3.		
Recovered mother liquor	Related substance A	HPLC	≤ ●●%
	Related substance B	HPLC	≤ ●●%
	Other related substances	HPLC	≤ ●●%

All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with contents of the marketing authorisation documents and the registered MF.

Manufacturing manager Signature/ Date

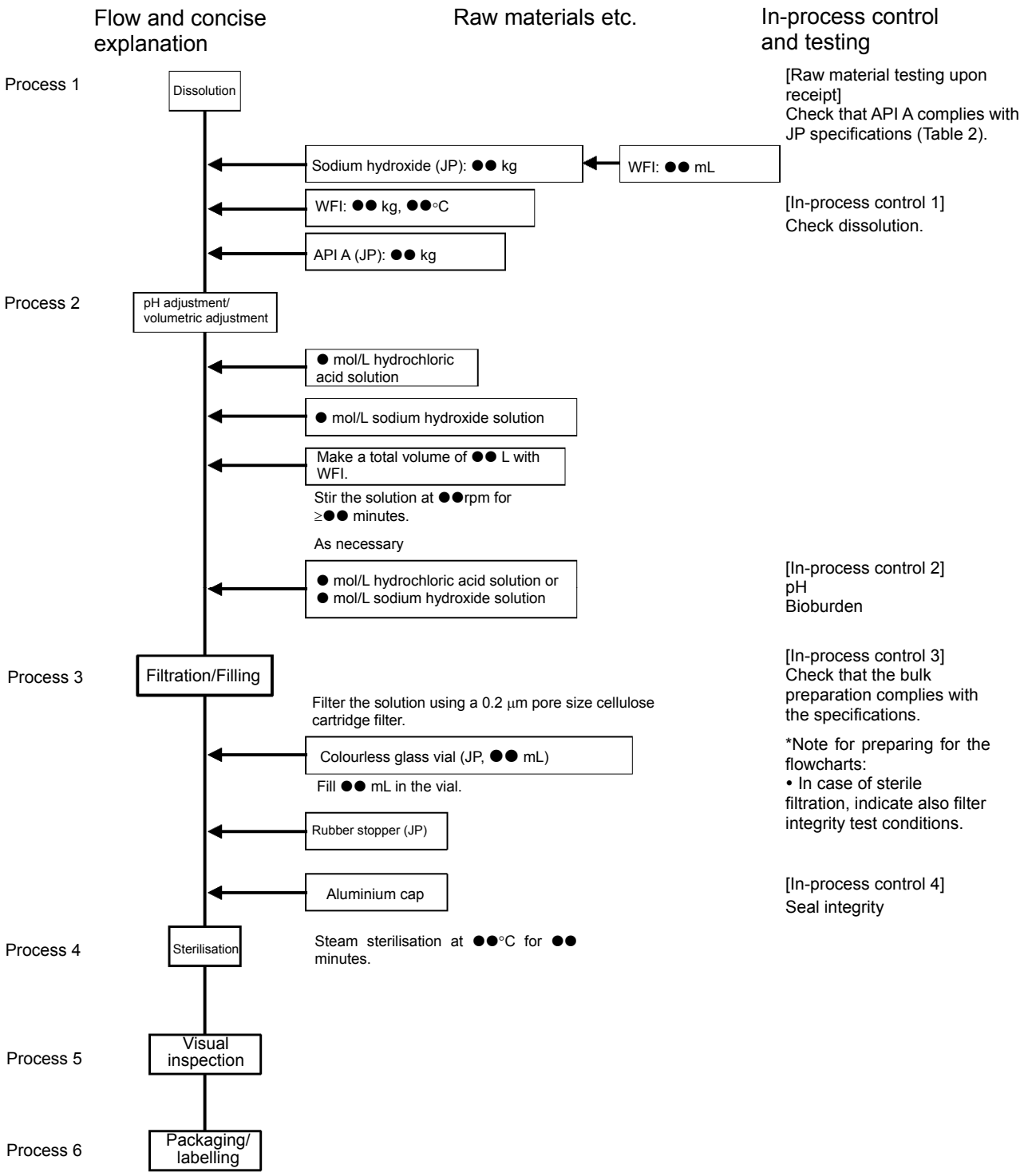
All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and consistent with contents of the registered MF.

In-country caretaker of drug substance Signature/ Date

*Note

• For a sterile API, please indicate the control values and specifications of the sterile filtration process referred to in the marketing authorisation documents－e.g. filter pore size, filter integrity test specifications－in the above flowcharts.

Flowcharts of the manufacturing process (Example of an injection preparation) (1/2) **Appendix 2**



Flowcharts of the manufacturing process (Example of an injection preparation) (2/2)

Table 1. In-process control testing and acceptance criteria

	Items	Testing methods	Acceptance criteria
In-process control 1	Dissolution	Visual confirmation	The material is completely dissolved.
In-process control 2	pH	pH determination	●.● to ●.●
In-process control 3	Appearance	Visual inspection	The solution is colourless and clear.
	Related substances	HPLC	Related substance A is ≤ ●%.
	Microbial limit	Microbial limit test	≤ ●● cfu/mL
In-process control 4	Seal integrity	Automatic leak tester	No leak.

Table 2. Specifications of the starting materials

	Items	Testing methods	Specifications
API A (JP)	Appearance	Appearance inspection	●●-colour powder crystals.
	Identification test	IR	Consistent with the reference spectrum.
	Content	HPLC	●● to ●●%
	Related substance A	HPLC	≤ ●●%
	Related substance B	HPLC	≤ ●●%
	Other related substances	HPLC	≤ ●●%
	Heavy metals	Methods identical or equivalent to the procedures specified in JP.	≤ ●●ppm
	Loss on drying	Methods identical or equivalent to the procedures specified in JP.	≤ ●●%

All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with contents of the marketing authorisation documents.

Manufacturing manager Signature/ Date

Flowcharts of the manufacturing process (Example of a packaging process etc.) **Appendix 3**

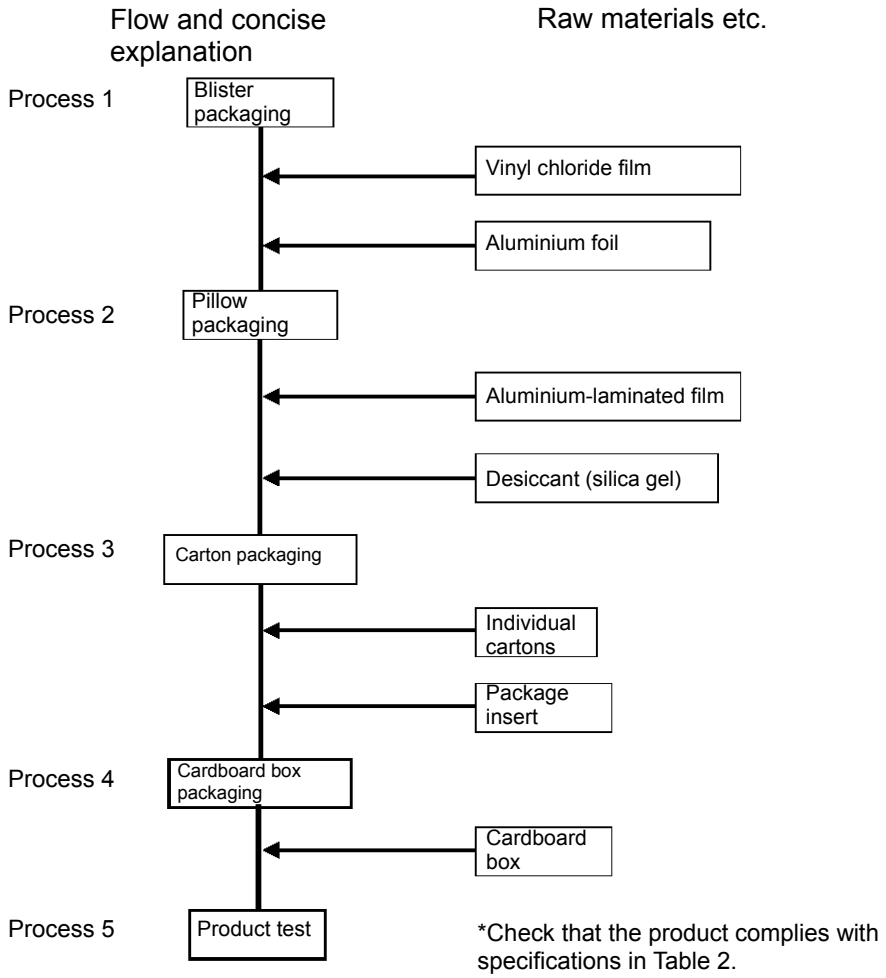


Table 1. In-process control testing and acceptance criteria

	Items	Testing methods	Acceptance criteria
In-process control 1	Seal integrity	In-water vacuum leak test	When the blister pack is immersed in pigmented water at reduced pressure ●● KPa for ●● minutes, there is no ingress of pigmented water in the pockets.
In-process control 2	Seal integrity	In-water vacuum leak test	When the pillow is immersed in water at reduced pressure ●● MPa for ●● seconds, there is no sequential air bubble from the sealed portion.

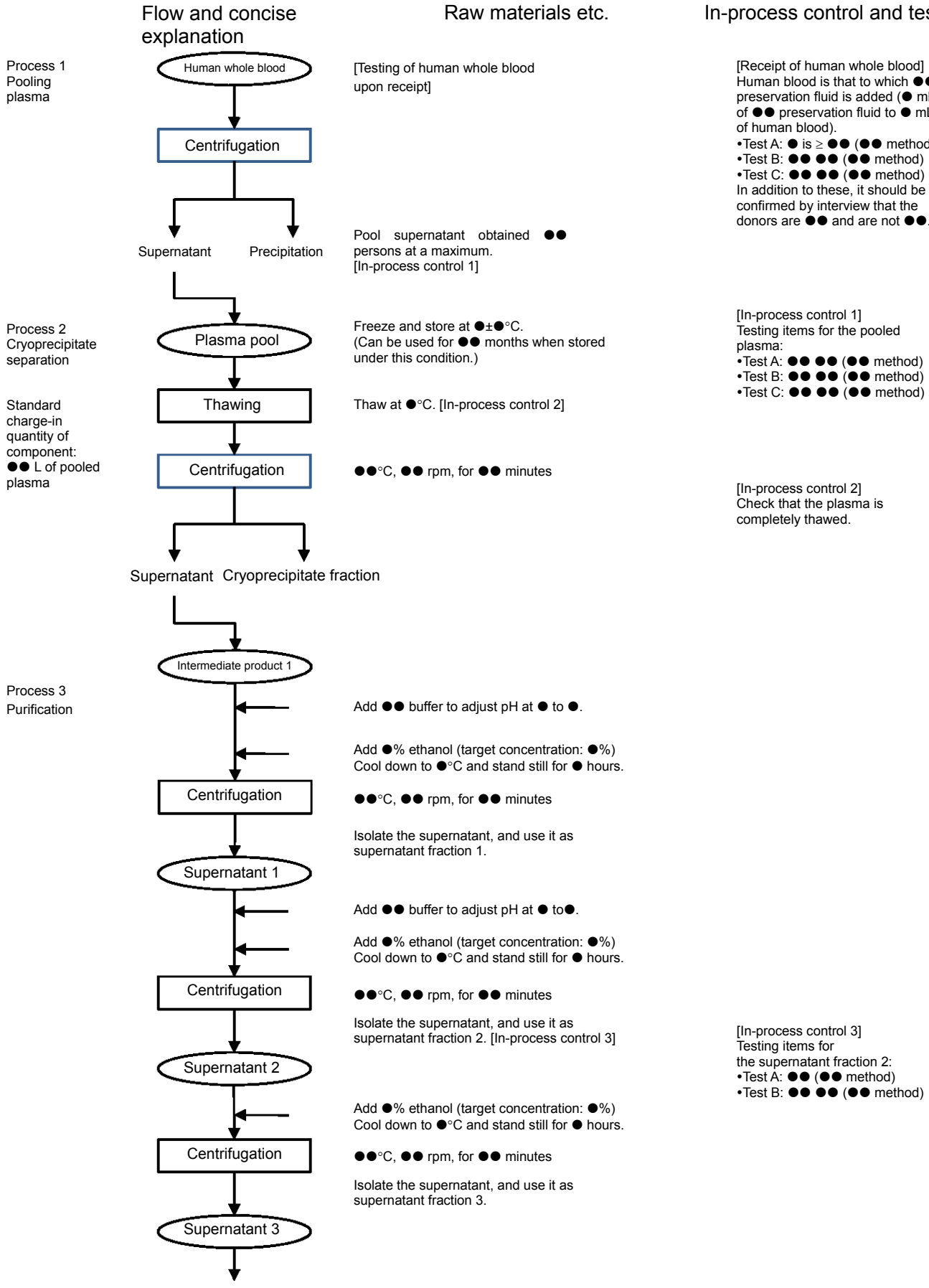
Table 2. Specifications of the product

Items	Testing methods	Specifications
Content	HPLC	●● to ●%
Identification	IR	Consistent with the standard spectrum.
Product uniformity	Mass variation test	Within ●●%
Microbial counts	Microbial limit test	≤ ●● cfu/g

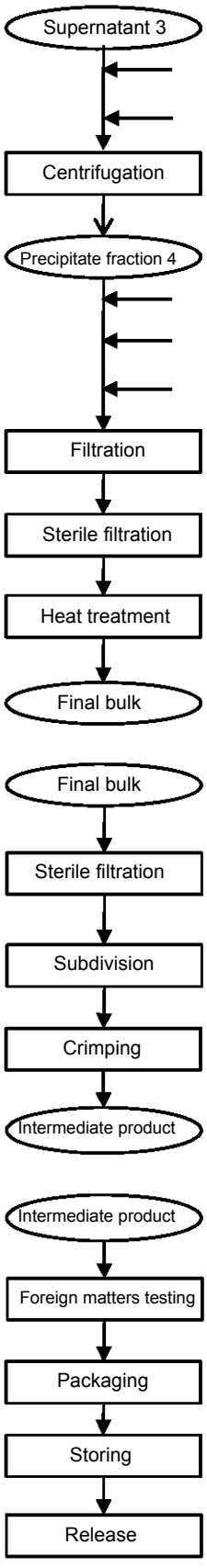
All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with contents of the marketing authorisation documents.

Manufacturing manager Signature/ Date

Flowcharts of the manufacturing process (Example of a fractionated plasma preparation) (1/2) **Appendix 4**



Flowcharts of the manufacturing process (Example of a fractionated plasma preparation) (2/2)



Add ●● buffer to adjust pH at ● to ●.

Add ●% ethanol (target concentration: ●%)
Cool down to ●°C and stand still for ● hours.

●●°C, ●● rpm, for ●● minutes

Isolate the precipitate, and use it as precipitate fraction 4.

Add ●● mL of WFI to dissolve.

Add ●● buffer to adjust pH at ● to ●.

Adjust protein concentration with ●● buffer at ● to ● mg/mL.

Use ●● membrane. (manufactured by ●● company, pore size: ● μm). Use ●● as a filter aid.

Use ●● membrane. (manufactured by ●● company, pore size: ● μm). [In-process control 4]

[In-process control 4]
Filter integrity test before and after the filtration:
•Test A: ●● (●● method)

Process 4
Inactivation/preparation of the final bulk

Heat it up at ●● ± ●°C for ≥ ●● hours, and use it as the final bulk.
[In-process control 5]

[In-process control 5]
Testing items for the final bulk:
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)

Store the final bulk at ●● ± ●°C.
(Expiration: ● days)

[In-process control 6]

[In-process control 6]
Testing items for the final bulk:
•Bioburden

Process 5
Product subdivision and filling

Sterile filtration and filling of the final bulk using ●● (product name) (0.22 μm pore size hydrophilic PVDF filter) manufactured by ●● company. [In-process control 7]
Filling volume: ●● mL/vial.

[In-process control 7]
Perform a filter integrity test before and after filtration:
•Test A: ●● (●● method)

Final bulk:
Standard filling volume of component: ●●L
Standard actual yield: ●● vials

Aseptically fill the final bulk • mL each in a glass vial, and stopper it with a rubber stopper.

Glass vial (Dry heat sterilization at ●●°C for ● minutes)
Rubber stopper (Autoclave at ●●°C for ● minutes)

Store the intermediate product at ●●°C.

Process 6
Packaging, labelling, storing and testing

Instrumental/visual inspection of all the intermediate product.

[Final testing]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)
•Test F: ●● ●● (●● method)
•Test G: ●● (●● method)
•Test H: ●● ●● (●● method)

Affix the labels to the products and pack them in individual boxes.
[Final testing]

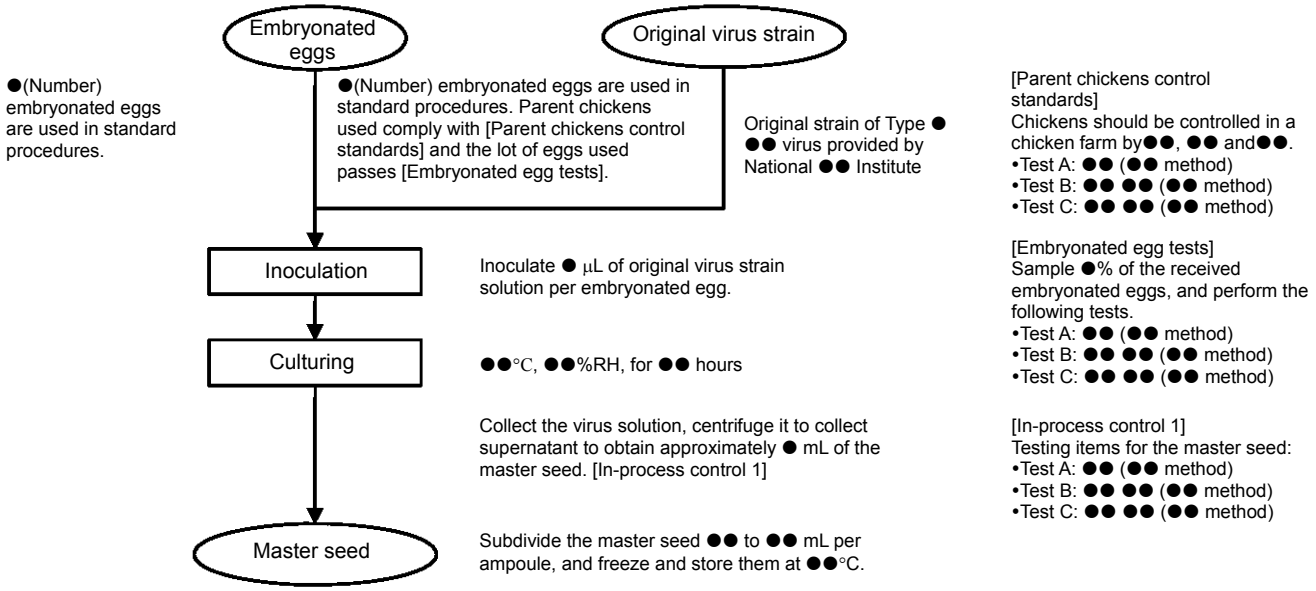
Store at ●● ± ●°C. Expiration after manufacturing: ● years

All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with the contents of the marketing authorisation documents.

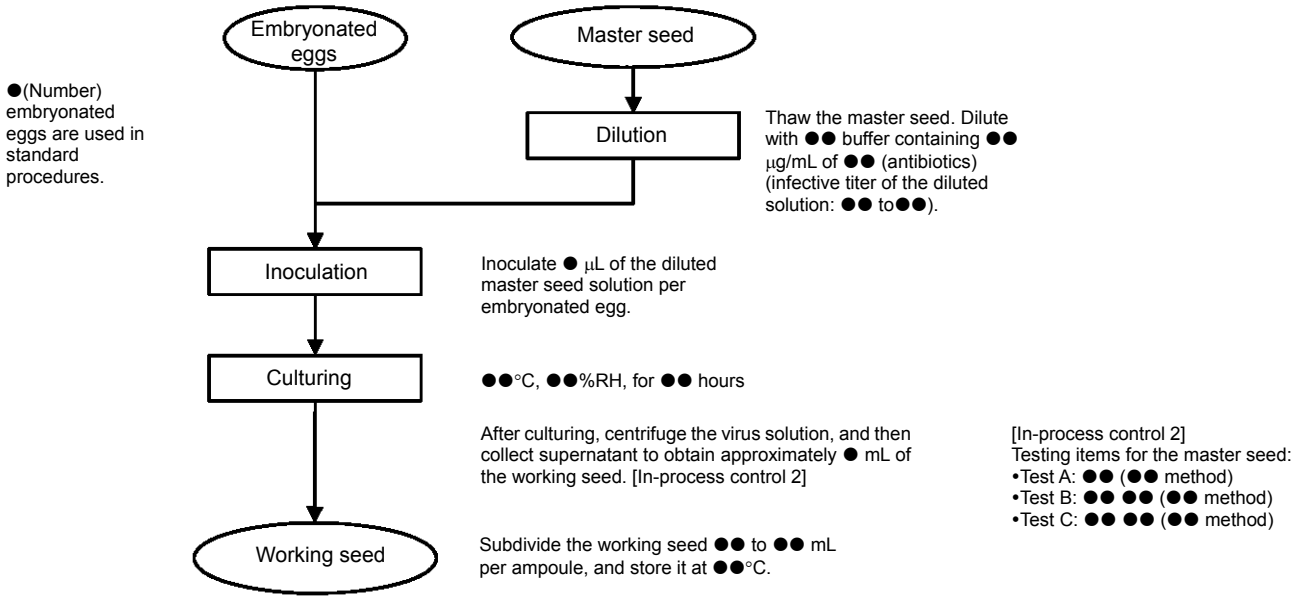
Manufacturing manager Signature/ Date

Flowcharts of the manufacturing process **Appendix 5**
(Example of manufacturing a vaccine preparation using a virus seed lot) (1/3)

Establishing process of the master seed

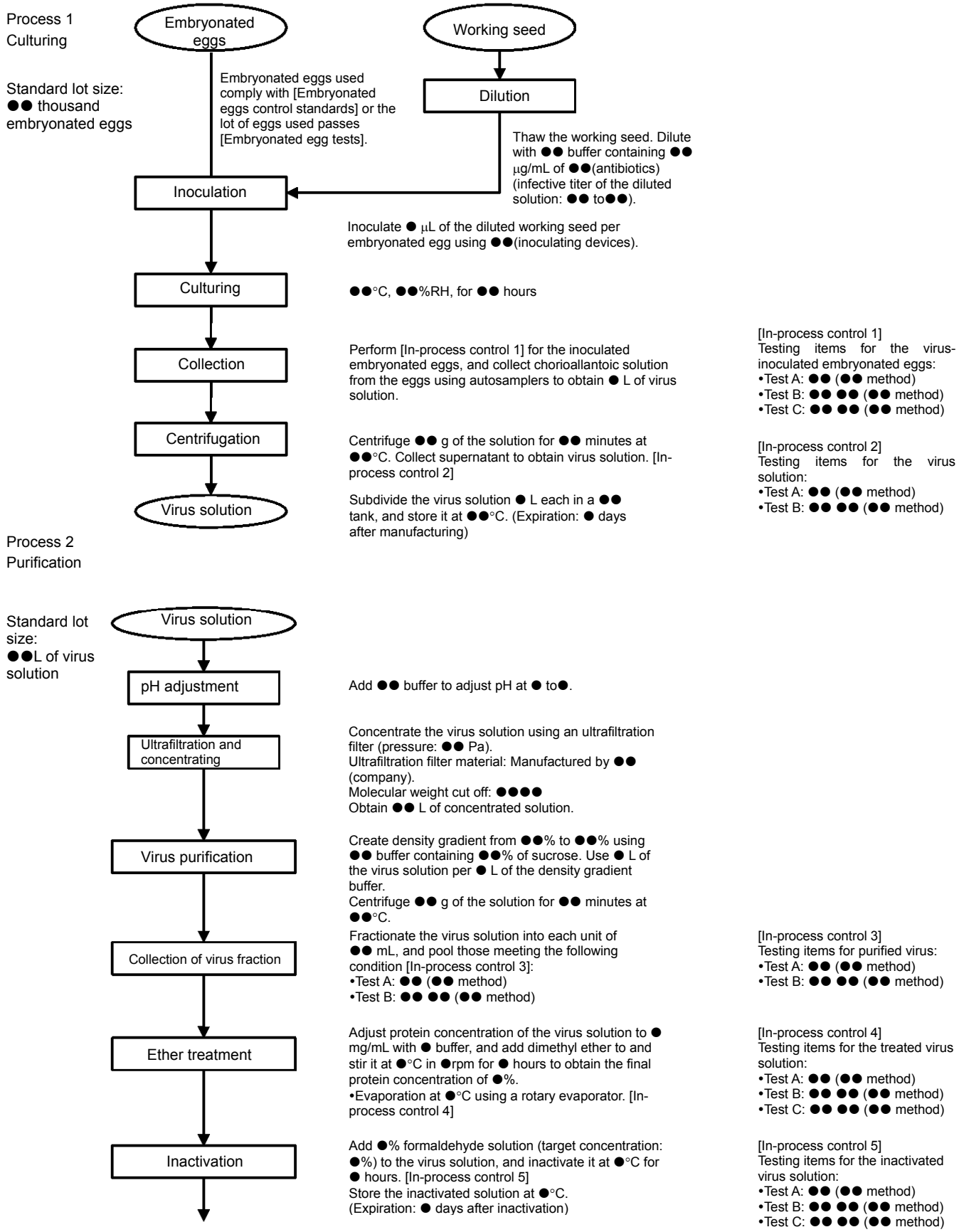


Manufacturing process of the working seed



Flowcharts of the manufacturing process
(Example of manufacturing a vaccine preparation using a virus seed lot) (2/3)

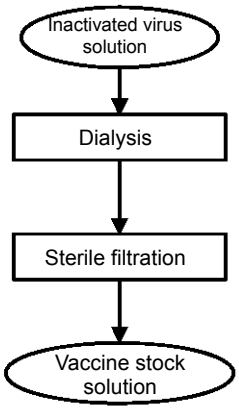
Manufacturing process of "●●," a ●● vaccine preparation



Flowcharts of the manufacturing process
(Example of manufacturing a vaccine preparation using a virus seed lot) (3/3)

Process 3
(Constitution of bulk stock solution)

Standard lot size: ●●L of inactivated virus solution



Dialysis membrane: Manufactured by ●● (company). Molecular weight cut off: ●●●●.
Dialyse the virus solution with ●-fold volume of dialysis outer liquid at ●°C for ● hours. Repeat this process ≥ ● times. [In-process control 6]

Adjust the protein volume to ●● mg/mL. Filtrate the solution using a ●● membrane (manufactured by ●● (company), pore size: ●μm) to obtain ●● vaccine stock solution. [Vaccine stock solution tests]

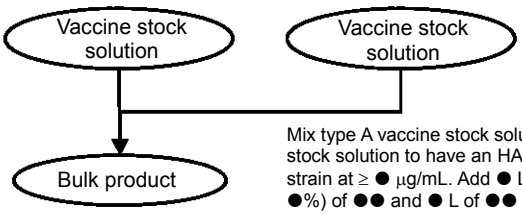
Store the vaccine stock solution at ●●°C.
(Expiration: ● days after sterile filtration)

[In-process control 6]
With regard to the dialyzed inactivated virus solution,
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)

[Vaccine stock solution tests]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)
•Test F: ●● ●● (●● method)
•Test G: ●● (●● method)
•Test H: ●● ●● (●● method)

Process 4
Constitution of bulk product

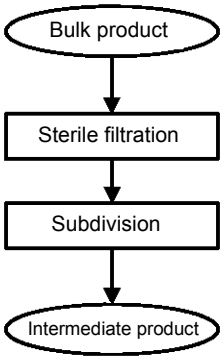
Standard lot size: ●L vaccine stock solution



Mix type A vaccine stock solution and type B vaccine stock solution to have an HA antigen content of each strain at ≥ ● μg/mL. Add ● L (final concentration: ●%) of ●● and ● L of ●● to make a final volume of ● L. Stir it at ●°C, ● rpm for ● minutes.
[Bulk product tests]
After composing the bulk product, it can be stored for ●● days at ●°C.

[Bulk product tests]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)

Process 5
Product subdivision and filling



[In-process control 7]

Aseptically fill the bulk product using ●● (product name) (0.22 μm pore size hydrophilic PVDF filter) manufactured by ●● (company). [In-process control 8]

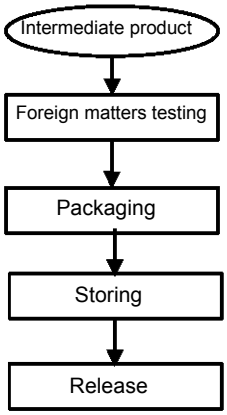
Filling volume: ●● mL/vial.
Aseptically fill the bulk product ● mL each in a glass syringe.
Glass syringe (Dry heat sterilization at ●●°C for ● minutes)
Luer lock (Autoclave at ●●°C for ● minutes)
Rubber stopper (Autoclave at ●●°C for ● minutes)

Store the intermediate product at ●●°C.

[In-process control 7]
Testing items for the bulk product:
•Bioburden

[In-process control 8]
Perform a filter integrity test before and after the filtration:
•Test A: ●● (●● method)

Process 6
Packaging/ labelling/ storing/ testing



Instrumental/visual inspection of all the intermediate products.

Affix the labels to the products and pack them in individual boxes.
[Final testing]

Store at ●● ± ●°C.
Expiration after manufacturing: ● years

[Final testing]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)
•Test F: ●● ●● (●● method)
•Test G: ●● (●● method)
•Test H: ●● ●● (●● method)

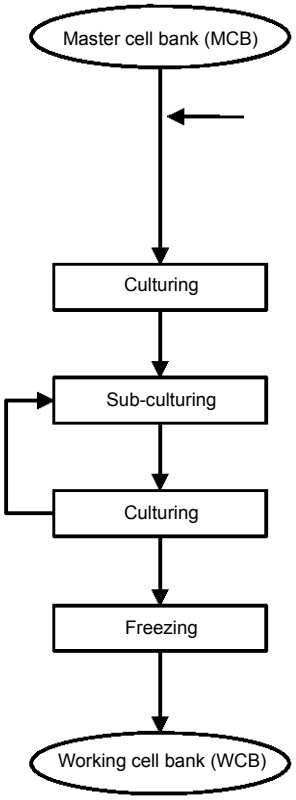
All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with the contents of the marketing authorisation documents.

Manufacturing manager Signature/ Date

Appendix 6

Flowcharts of the manufacturing process
(Example of manufacturing an antibody preparation using a cell bank) (1/3)

Manufacturing process of working cell bank (WCB) of ●● cell



Ampoules of MCB at a population doubling level (PDL) of ●

Thaw an ampoule of MCB at a PDL of ●, and inoculate it in ●●cm^2 culturing flask containing ● mL of ●● medium.
Culturing flask: ●●cm^2 flask made of polystyrene.
For specifications of ●● medium, see appendix.

For ●● days at ●●°C and CO_2 concentration of ●%.
Exchange the broth to fresh ●● medium every ● days.
Culturing flask: ●●cm^2 flask made of polystyrene.

At the time when cell density reaches ●●, disperse the cells using trypsin/EDTA solution and subculture the cells in ●● (number) ●● flasks. Subculture them up to ● times. (Subculture ratio: 1: ●)

For ●● days at ●●°C.
Exchange the broth to fresh ●● medium every ● days.
Culturing flask: ●●cm^2 flask made of polystyrene.

Disperse the cells using trypsin/EDTA solution, and suspend the cells in cell freezing solution ●● (● ×10^● cells/mL), subdivide them ● to ● mL per polycarbonate vial, and store them in gas phase of liquid nitrogen (≤●°C).

Store the WCB at a PDL of ●● at ●●°C.
[Testing of WCB]

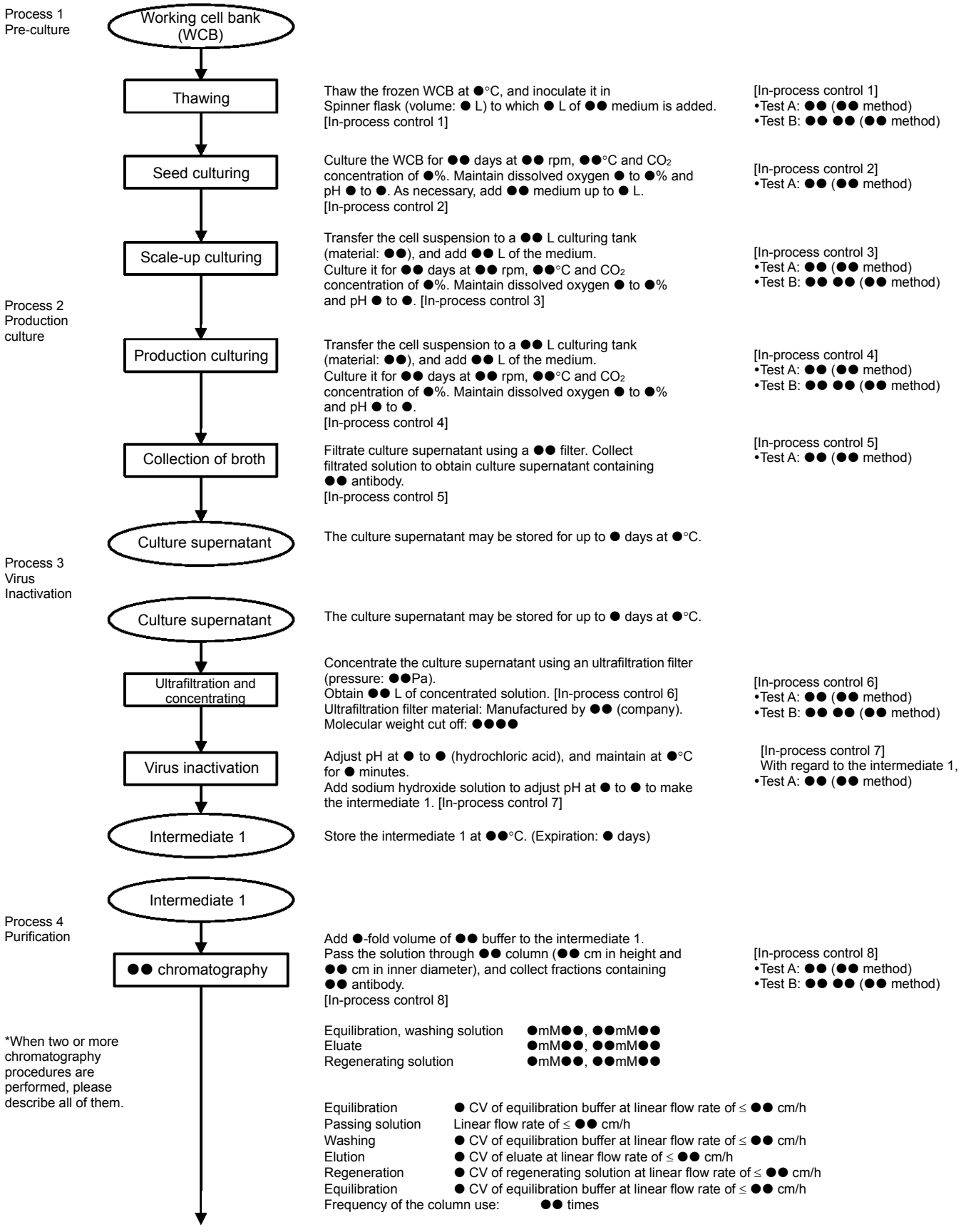
* If the WCB may be updated, please concretely describe the updating methods.

[Testing of MCB]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● ●● (●● method)
MCB will not be updated.

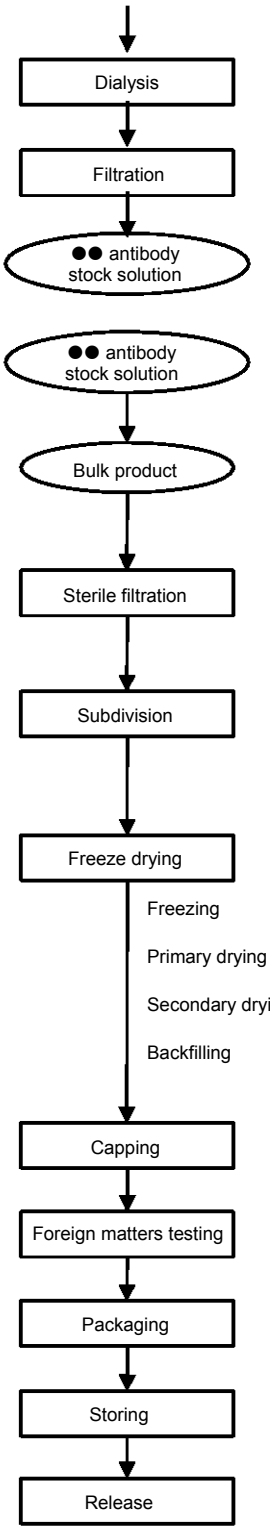
[Testing of WCB]
Confirm results of the following tests at the time of manufacturing a WCB and every ● months thereafter:
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
The PDL of the WCB should be ● or less.

Flowcharts of the manufacturing process
(Example of manufacturing an antibody preparation using a cell bank) (2/3)

Manufacturing process of ●● antibody preparation "(product name)"



Flowcharts of the manufacturing process
(Example of manufacturing an antibody preparation using a cell bank) (3/3)



Process 5 Composition of stock solution

Dialysis membrane material: Manufactured by ●● (company).
Molecular weight cut off: ●●
Dialyze the inactivated solution with ●-fold volume of dialysis outer buffer at ●°C for ● hours. (Repeat this process ● times.)
[In-process control 9]

[In-process control 9
•Test A: ●● (●● method)

Adjust the protein volume to ●● mg/mL with ●● buffer. Filtrate the solution using a ●● membrane (manufactured by ●● (company), pore size: ●μm) to obtain ●● antibody stock solution.

Store ●● antibody stock solution at ●●°C. [Testing of antibody stock solution]
(Expiration: ● days after filtration)

[●● antibody stock solution tests]
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)
•Test F: ●● ●● (●● method)
•Test G: ●● (●● method)
•Test H: ●● ●● (●● method)

Process 6 Composition of bulk product

Adjust ●● antibody to contain the protein volume of ●● mg/mL with ●● buffer to make a final volume of ● L.
Filtrate the solution using a ●● membrane (manufactured from ●●, pore size: ●μm) to obtain ●● antibody stock solution. [●● antibody stock solution tests]

[In-process control 10]

[In-process control 10]
Testing items for the bulk product:
•Bioburden

Process 7 Product subdivision and filling

Aseptically fill the bulk product using ●● (product name) (0.22 μm pore size hydrophilic PVDF filter) manufactured by ●● (company). [In-process control 11]
Filling volume: ●● mL/vial.

[In-process control 11]
Perform a filter integrity test before and after the filtration:
•Test A: ●● (●● method)

Aseptically fill the bulk product ● mL each in a glass vial, and partially close the vial.

Process 8 Freeze drying

Glass vial (Heat sterilization at ●●°C for ● minutes)
Rubber stopper (Autoclave at ●●°C for ● minutes)

Freeze dry the product under the following condition, and completely stopper the vial.

Freezing	Freeze the product at shelf temperature ●°C for ● hours. (maximum volume: ● vials)
Primary drying	After temperature is raised from ● to ●°C in vacuum ● to ● Pa, dry the product at ●°C for ● hours.
Secondary drying	Raise temperature up to ●°C. Then, lower temperature to ●°C, and dry the product at ●°C for ●hours in vacuum at ● Pa.
Backfilling	Backfill (nitrogen gas) to ● to ● kPa.

Process 9 Packaging, labelling, storing and testing

Instrumental/visual inspection of all the intermediate products.

[Final testing]
With regard to the final product,
•Test A: ●● (●● method)
•Test B: ●● ●● (●● method)
•Test C: ●● ●● (●● method)
•Test D: ●● (●● method)
•Test E: ●● ●● (●● method)
•Test F: ●● ●● (●● method)
•Test G: ●● (●● method)
•Test H: ●● ●● (●● method)

Affix labels to the products and pack them in individual boxes.
[Final testing]

Store at ●● ± ●°C.
Expiration after manufacturing: ● years

All the above flowcharts do not vary from the actual manufacturing process of "●● (name of the product applied for the inspection)" and are consistent with the contents of the marketing authorisation documents.

Manufacturing manager Signature/ Date