INSPECTION AGENDA- VACCINE AND/OR BIOLOGICALS

Inspection Activity
Opening Meeting ● Introduction from FDA Lead Inspector □ Discussion of Scope, Inspection Plan and GMP Standard □ Timetable & Attendance Taking ● Company Introduction and Overview/Presentation **Design and Lay-out Review prior to Site Inspection** ● Warehouse ● Production Areas ○ Cleanroom air classification ○ Personnel Flow ○ Material Flow ○ Waste Flow ● Utilities P & ID ● Quality Control Laboratory **Site Inspection** ● **Warehouse** (Starting Materials and Finished Goods) □ Receipt (Handling and Storage) and Dispatch □ Sampling ● Method of sampling and inspection ● Sampling tools and kits □ Storage Areas (quarantine, approved, reject) □ Storage condition (temperature and RH monitoring) ● Cells/Seed lots ● Finished Product Vaccines/Biologicals (Quarantine and Approved/Released/ Lot Release) ● Inventory System ● **Manufacturing Facility**

- Gowning and Hand washing Procedure (Primary and final)
- Dispensing of starting materials (including control measures)
- Cell and Seed Cultivation/ Harvest/Disruption/ Purification/ Semi-Finished Product
  - Serum, Albumin, Media, Buffers etc.
  - Ultrafiltration/ Virus Inactivation
- Drug Product
  - Formulation
  - Vial Filling and Sealing
  - Freeze-Drying
  - Leak Testing
  - Visual Inspection and Packaging Operations
- Final Bulk Storage

- **Utilities** (Site Inspection and Document Review)
  - Air Handling Units
    - Design and Structure-Supply and Return/Exhaust System
    - Operation, Qualification and Maintenance
    - Monitoring and Testing
  - Water System (Pre-treatment, Purification and WFI)
    - Design and Structure
    - Operation, Qualification and Maintenance
    - Monitoring and Testing
  - Compressed Gas/ Sterile Gases
    - Design and Structure
    - Operation and Maintenance
    - Monitoring and Testing
  - Sterile Gases
    - Monitoring and Testing
    - Maintenance

Quality Control

- QC Laboratory walk through

- Personnel Qualification and Training
- Handling of samples, reference standards, microorganism
- Test Specifications
- Test Method and Results
  - Tests on seed lots and reagents
  - Test for Adventitious Agents
  - Method Validation
  - In-process Testing
  - Virus Titration
  - Finished Product Testing
  - Water Analysis
- QC Instruments (Computer System Validation)
  - Validation of major QC instruments
  - Preventive Maintenance and Calibration
- Microbiological Testing
  - Production Media Testing and Qualification
  - Environmental Monitoring (Production and QC Lab)
  - Qualification of Sterility Room
  - Bioburden, Sterility, Bacterial Endotoxins
- Animal House and Animal Testing
- Stability Studies (On-Going)
- Out-of- Specification
- Retention Samples
- Other related QC tests and records

Qualification and Validation

- Validation Master Plan
- Master and Working Cell Qualification
- Process Validation
  - Cell Culture/ Expansion
  - Purification Validation
  - Sterile Filtration Validation
  - Viral Inactivation

- Hold Time Studies
- Aseptic Process Validation

- Critical equipment Qualification (PQ)- e.g. Sterilizers/Dry Heat
- Cold Chain Management and Transport Validation
- Computer System Validation
- Cleaning and Disinfectant Validation Studies

Documentation

- Pharmaceutical Quality System
  - Product Quality Review
  - CAPA System
  - Change Control
  - Deviation
  - Quality Risk Management
  - Supplier Qualification
  - Batch Release Procedure

- Personnel
  - Organizational Chart
  - Job Description
  - Training Program and records
  - PPE Requirements and Gowning Qualification
  - Health Examination records

- Batch Manufacturing Record
  - Control of Source material
  - Traceability of materials
  - Line Clearance
  - Reconciliation
  - Release for supply
  - Approved Marketing Authorization
- Other relevant documents

- Procedure for Cleaning and Disinfection of Clean Areas and Equipment
- Waste Management System
- Handling of Product Complaints and Recall
- Pest Control
- Outsourced Activities
- Self-Inspection

Exit Meeting

- Discussion of audit findings
- CAPA submission instructions

Report Writing