

DOCUMENTATION

Retention of Documents

- It should be clearly defined which record is related to each manufacturing activity and where this record is located.
 - 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 Qualified 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.

65

DOCUMENTATION

Retention of Documents

- For other types of documentation, the retention period will depend on the business activity which the documentation supports.
- 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retire certain documentation (e.g. raw data supporting validation reports or stability reports) where the data has been superseded by a full set of new data.
- Secure controls must be in place to ensure the integrity of the record throughout the retention period.

66

نعمك ..

مليتوا ؟ أقسم بالله وأنا .. آخرته يزول حالهم زي زوال إسرائيل
قويبات شاء الله .. يلا نعمك .

Retention of Documents.

حكيما قبل 5 سنوات يكون ال retention بعد هيك حدش إله سلطة
عليك سيالك وين ال Document الفلاني .. بس في شي لازم نوهنعه
مثلا عندي منتج ال Shelf life تبعه 6 سنوات اكتم لازم تخلي
ال retention تاعه ، يعني عنوع حد سيالك وينه بعد كم ؟ بعد 7 سنوات
لأن القاعدة تحميك (5 years) Self life + year or ..

✓ ✓
Which is longer ?
أيهما أطول ؟ يعني لو ال Shelf 5 سنوات أو $shelf = 3 year + 1$
مين أطول ؟ طبعا ال 5 سنوات .. يعني نظري الأطول بينهم يلي هو 5.
مثال آخره .

لو عندي Shelf 5 سنوات أو $shelf = 5 year + 1$ 6 سنوات
أيهما اختار ؟
ال 6 سنوات طبعا ، الأطول جبايبني .

حذاكرت بالأنثرو لما حكيما عن ال investigation ؟ هو للدوا يلي
بجرب فيه ، لازم احتفظ بكل التجارب يلي عملتها وتوثق كل شيء يخدمها
لمدة لا تقل عن 5 سنوات بعد انتهاء آخر تجربة سريرية تم استظام
فيها هاي الأدوية في التجربة .

في لميب في حالات الـ bioequivalent لا تمنع دواء مشابه للدواء مختبر
إلى batch record خاص فيه، يجب فيها الـ record هون ؟!

لذا، راجع أربع أسئلة عن هاي الـ formula و الـ record تأملها !!
يكتبها في حالة غيرت الـ formula لأنه هون غلت دراسات
جديدة .. و بيانات جديدة .. هون عادي يكتبها ..

الخلاصة :-

① فترة الاحتفاظ بالـ Decumant تعتمد على نوع العمل
والبيانات التي تخضع

② بقدر الخالص من الوثائق القديمة لما أُحدثت معلوماتي

DOCUMENTATION

Specifications

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

في شاتر بعد هاد، حنبش فيه يشرح فيه ال
specifications.

67

DOCUMENTATION

Specifications for starting and packaging materials

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.

DOCUMENTATION

Specifications for intermediate and bulk products

- 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.

69

DOCUMENTATION

Specifications for finished products

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.

70

DOCUMENTATION

Manufacturing Formula and Processing Instructions

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

DOCUMENTATION

Manufacturing Formula and Processing Instructions

The **Processing Instructions** should include:

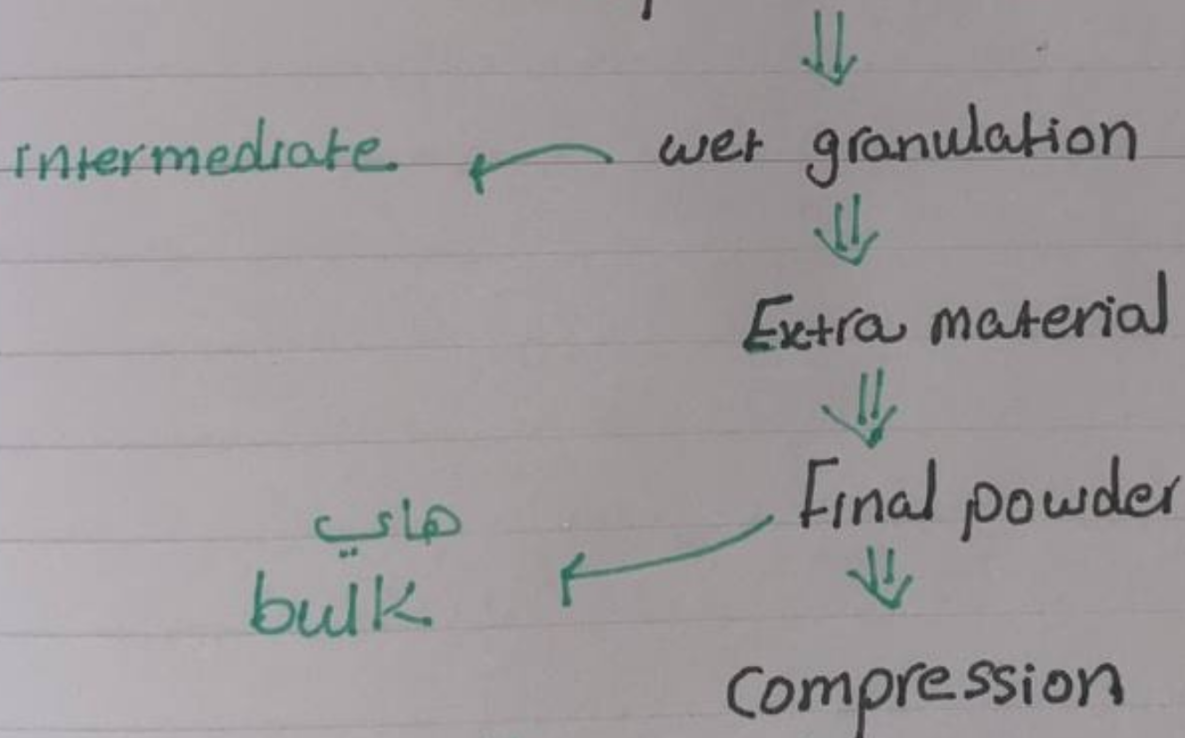
- (a) A statement of the **processing location** and the **principal equipment to be used**;
- (b) The **methods, or reference to the methods**, to be used for preparing the critical equipment (e.g. **cleaning, assembling, calibrating, sterilising**);
- (c) Checks that the equipment and work station 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, pretreatments, 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.

→ Specifications for intermediate and bulk :-

تشو الفرق بين ال bulk وال intermediate ؟

مثلاً اننا بقي اعلك paracetamol هاي كمادة فعالة ال Specification دخل على غلية تصنيعية ، مثلاً علنا ال wet granulation بتدي حطبنا Extra granular بتدي هار عندي أخيراً Final powder بتدي

هارها غلية كبس .. أو مزجها إلهم على شكل حبوب .
« paracetamol »



← الخدصة .. ال bulk يُستخدم كمصالح حتى اتشير للمنتج النهائي يلي يكون بشكله الأساسي .. قبل ما يدخل تعليقات ال packaging ... ال intermediate حتى يُشير إلى المواد يلي عالجتها أثناء غلية الإنتاج .. يارب يكون واضح .

DOCUMENTATION

Packaging Instructions

- 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;

73

DOCUMENTATION

Packaging Instructions

- (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.

74

DOCUMENTATION

Batch Processing Record

- A Batch Processing Record should be kept for each batch processed 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);

75

DOCUMENTATION

Batch Processing Record

- (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 authorization for any deviation from the Manufacturing Formula and Processing Instructions;
- (i) **Approval** by the person responsible for the processing operations.

76

DOCUMENTATION

Batch Packaging Record

A Batch Packaging Record should be kept for each batch or part batch Processed and 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;

77

DOCUMENTATION

Batch Packaging Record

- (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**.
- (i) **Approval** by the person responsible for the packaging operations

78

ار batch record

م في عنا مستخدمين خلال عملية التطوير يملأ Formula، فيها Material و W/W أو W/V على شكل جدول... وكل product specification على شكل جدول لا active Form ويكون في عنا procuder ذات... تكون حاملها علف... وصلت أنا لمرحلة التمهين.. يدي أعل Folder قوي على Formula ويكون ال cover page أو ال batch record قوي على اسم المستحضر، معياره، ال dosage form... هاد كله بالصفحة الأولى.. يحدد الصفحات الثانية قوي على نوع ال formula والثالثة من حيث شغل على التمهين... وتوقعته، يعتمد... يحدد نروح نشوف شغلتي يلي هي ال batch formula و ال procuder كل صفحة منهم لازم قوي على ال strength و ال dosage... هس الجول يلي عندي بال batch R، لو يدي احضر 150 كيلو بار الاستامول الكميات هاي منه غير إنه يكون مكتوب جنبها W/W كان Kg/batch... ال دكتورة حكيت حتى بس

كانت ليها توضيح الفرق بين ال Mater Formula و ال Batch Formula
الاصيغة الرئيسية، فيها كل
المكونات والمواصفات لتحسين
منتج صيدلاني محدد، وهي مرجع
أساسي لطافات التساق و جودة
المنتج.

التركيب المستخدمة
لانتاج دفعة معينة
من منتج معين.

عبادة عن رقم يُعطى لكل دفعة أنا انتجتها → **Batch number**
 ذي رقم أعرف من خلاله مُنتجتي يلي رقمه كذا وين صار، بأي
 مرحلة تصنيع، أو مرحلة اختيار، أو حتى وين موقته بالسوق صار
 أنا مياناً بنلاقي على المنتج تا عند رقم خاص فيه بالبيديليات، هاد هو
 يكون مكتوب على العبوة تا عني.

→ أعطيتكم مثال أكثر ونوع عشان تفهموا .. الفكرة إنه المصنع
 مثلاً صنّع عندي 500 Kg من دواء معين وما بدو يعمل **Coating**
 لكل هاي الكمية بدو يقسم الـ 500 همدل وكل مرة يعمل
Coating لعدد معين أو دفعة معينة .. كل دفعة لها رقم خاص
 فيها اسمه الـ **batch number**.

لأننا خلصت مغلّت **packaging**، تروح تكتب **Pack Size** →
 بالـ **batch record** إنه همدك الدواء الفلاني وفيه ١٤ حبة، عشان
 صا يروح المصنّع تا ع الدواء ويعبى ١٦ حبة مثلاً.

→ كل **primary and secondary packaging** يكون مكتوب **List**
 فيها الـ **material** يلي هواها ..
 يعني الـ **product** محمول إل **packaging** من المصنع .. وأنا
 بعد ها بجل إل الـ **batch number** وبطبعه عليهم .. زاد عندي من
 الـ **product** شو بجل ؟ بتلف الزايد عندي