**Interagency finished pharmaceutical product questionnaire for BTPs and SBPs**

**Interagency finished pharmaceutical product questionnaire[[1]](#footnote-2)**

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**Please fill out one separate form for each pharmaceutical product**

# Section 1: Administrative Section

## Product identification

1.1.1 Active pharmaceutical ingredient(s) (use INN if any):

1.1.2 Generic name of the product:

1.1.3 Trade (proprietary) name (if any):

1.1.4 Dosage form:

Injectable

Other: (Please specify)

1.1.5 Strength per dosage unit:

1.1.6 Route of administration:

I.M. I.V. S.C. Other (Please specify):

1.1.7 Please provide the formulation of the product (complete qualitative and quantitative composition including active ingredient(s), overages if any and excipients). Please also indicate the standard for each ingredient (e.g. BP, USP, in-house). Mention specifically if the product is a fixed-dose combination (FDC) or co-packaged: **Annex A**

1.1.8 Please state inactive ingredients (excipients) of medical/pharmaceutical relevance, amount in dosage form or per dosage unit (e.g. contains alcohol 10%, paraben…….)

## 1.2 Packaging

1.2.1 Description and materials used for primary packaging[[2]](#footnote-3) and pack size (quantity of

dosage-form units per pack): **Annex B**

1.2.2 Description, pack size and material used for secondary packaging materials: **Annex C**

# Contact details

## 1.3 Manufacturer identification

Name, address and activities of the manufacturer and manufacturing site(s) (or contract manufacturer(s):

|  |  |
| --- | --- |
| Name of manufacturer, contract manufacturer if any |  |
| Reference of manufacturing licence, date and expiry date, if any |  |
| Physical address. Please specify  units, and block if existing |  |
| Telephone number, facsimile number and email contact details |  |
| Activity (e.g. packaging) |  |

SMF of all manufacturers to be provided in **Annex D**

## 1.4 Supplier identification

*(to be filled in if not identical to that indicated in 1.3)*

Name of company:

Physical address (complete details required):

Telephone number:

Fax:

Website:

Email:

Link with the product

Marketing licence holder Manufacturer

Distributor/wholesaler Other

## 1.5 Note for the applicant

Please note that the information in this questionnaire, any of its annexes and/or the results of its review can be shared confidentially among ICRC, MSF, the Global Drug Facility, WHO procurement centre, UNFPA and UNICEF for procurement purposes. If you have any objection, this should be clearly indicated at the bottom of the questionnaire under 5.3 with your signature.

Have product information been submitted to any of the following: ERP, ICRC, MSF, the Global Drug Facility, WHO procurement centre, UNFPA, UNICEF?

Yes No

Please indicate to which one:

Please indicate which format has been used:

Please provide the date of the submission:

## 1.6 Regulatory (licencing) status

1.6.1 In the country of manufacture. Provide a copy of the licence in **Annex E**

Product registered and currently marketed

Licence no:

Product registered for marketing in the country of manufacturing but currently not marketed

Licence no.:

Product not registered *(please clarify)* :

* Please attach a certificate of pharmaceutical product (CPP) according to the WHO Certification Scheme (WHO Technical Report Series, No. 863; an earlier version is not acceptable) in **Annex F.**

* If a CPP cannot be obtained from the national medicines regulatory authority (NMRA),

please state the reason and send an equivalent document if any.

* Submit recent as well as historical deficiency letters issued by the WHO Prequalification Programme (PQP)/SRA in relation to the specific product dossier in **Annex G**.

1.6.2 In other countries

List other countries where the product is registered and is currently marketed

*(please provide registration number)-*Provide a copy of the licence-**Annex-H**

1.6.3 WHO prequalification status, if applicable

This product is prequalified by WHO/PQP.[[3]](#footnote-4)

Yes No

If yes, please attach a copy of the relevant WHO/PQP acceptance letter signed by your company in **Annex I**

1.6.4 If submitted for prequalification: indicate date of submission, WHO acceptance letter for product dossier review mentioning the WHO reference number assigned by WHO for this specific product in **Annex J**

1.6.5 If submitted for marketing authorization in an SRA: indicate date of submission, SRA acceptance letter for product dossier review mentioning reference number assigned by SRA for this specific product in **Annex K**

## 1.7 Samples for technical evaluation

1.7.1 Samples of finished product and insert information

*You are required to provide a sample of the finished product(s) offered. If you cannot submit with the questionnaire, please state the reason and when you will do so:*

1.7.2 Primary packaging label language (attach a copy in **Annex L**):

Bilingual English/French English  French

Other (specify)

1.7.3 Secondary packaging label language (attach a copy in **Annex L**):

Bilingual English/French English French

Other (specify) ☐ Multilingual English/French/Spanish

If applicable, in-use periods and storage conditions after reconstitution should be stated on the product label/leaflet.

1.7.4 Patient information leaflet/Package insert (attach a copy in **Annex M**)

Yes No

# Section 2: Active pharmaceutical ingredients

(If there is more than one active pharmaceutical ingredient or more than one API manufacturer is used, please replicate this section.)

## 2.1 Details of API used (INN if any)

2.1.1 Manufacturer

Manufacturer (name, physical address and country)/manufacturing site:

## 2.1.2 Manufacturing site GMP status

GMP inspections carried out by NMRA and other NRAs

|  |  |  |  |
| --- | --- | --- | --- |
|  | NRA of country of origin | Any other inspection of  PIC/S member | |
| GMP certificate no. |  |  |  |
| Valid until |  |  |  |
| Country |  |  |  |

GMP certificate from the country of origin: attach a copy of the GMP certificate, if available, in **Annex N.**

Please provide the inspection reports related to GMP inspections conducted in the last 3 years **Annex O**

Last inspection of API manufacturing site performed by other organizations, when available (please attach GMP certificate or relevant letter) by:

Finished product manufacturer

WHO Prequalification Programme, Geneva

EDQM

Others (specify)

None of above

Outcomes and date:

Is/are the API used to manufacture this product WHO-prequalified?

Yes No

2.1.3 Raw and starting material

Please provide a description of the raw and starting material, including source, quality grade and control used in the manufacture of the DS and DP in **Annex P.**

* A summary of the viral validation studies (for products derived from culture of cell lines of human or animal origin), if available adventitious viruses and retrovirus particle count from 3 lots of unprocessed bulk. Alternatively, a risk assessment with respect to viral safety (for product derived from other host cells - e.g., bacterial, yeast) **Annex Q**.
* A summary of clearance data gathered using model viruses with a range of physico-chemical and biochemical properties, including the viral safety residual risk/dose calculation **Annex R**.
* Summary of the risk minimization measures of transmitting animal spongiform encephalopathy agents for products in which bovine, ovine or caprine materials are used during manufacture **Annex S**.

2.1.4 API specifications

|  |  |  |  |
| --- | --- | --- | --- |
| API specifications | | | |
| Standard (e.g. International Pharmacopoeia, British Pharmacopoeia, United States Pharmacopeia) if available | | |  |
| Specification reference number and version / effective date | | |  |
| Test | Acceptance criteria  (release) | Acceptance criteria  (shelf-life) | Analytical procedure  (type/source/version) |
| Identity |  |  |  |
| Potency |  |  |  |
| Impurities |  |  |  |
| Endotoxin |  |  |  |
| Bioburden |  |  |  |
| etc. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Attach a copy of the FPP manufacturer internal API specifications in

**Annex T**.

* Attach a copy of the DS manufacturer justification of specifications in

**Annex U**.

* If analytical methods are in-house, different from BP, USP and Ph.Int. attach a copy of the analytical method and analytical validation data in **Annex V.**

For sterile API:

* Please provide the data of the aseptic process validation including recent media simulation data (last 2 years), as applicable, in **Annex W**.
* Describe the method of sterilization used, as applicable:

2.1.5 Certificate of analysis

Please provide a copy of the certificate of analysis of the API from the API manufacturer as well as from the finished pharmaceutical product (FPP) manufacturer in **Annex X.**

# Section 3: Finished pharmaceutical product

## 3.1 Manufacturing site GMP status

GMP inspections carried out by an NMRA

|  |  |  |  |
| --- | --- | --- | --- |
|  | NRA of country of origin | Any other inspection of  PIC/S member | |
| GMP certificate no. |  |  |  |
| Valid until |  |  |  |
| Country |  |  |  |

Please attach the recent/valid GMP certificates/letter(s) of compliance in **Annex Y**

Other GMP inspections carried out by (include information for all that apply in the last 3 years):

|  |  |  |
| --- | --- | --- |
| Agency | Date of audit | Outcome |
| WHO Prequalification Programme |  |  |
| UNICEF Supply Division |  |  |
| MSF International |  |  |
| ICRC |  |  |
| Other (specify) |  |  |

Please attach all GMP inspection reports related to inspections conducted in the last three years in **Annex Z**

## 3.2 Finished pharmaceutical product specification

|  |  |  |  |
| --- | --- | --- | --- |
| BTP drug product specifications | | | |
| Standard (e.g. International Pharmacopoeia, British Pharmacopoeia, United States Pharmacopeia) if available | | |  |
| Specification reference number and version / effective date | | |  |
| Test | Acceptance criteria  (release) | Acceptance criteria  (shelf-life) | Analytical procedure  (type/source/version) |
| Visual appearance |  |  |  |
| Identity |  |  |  |
| Potency |  |  |  |
| Impurities |  |  |  |
| Endotoxin |  |  |  |
| Sterility |  |  |  |
| etc. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please attach copies of release and shelf-life specifications and justification of specification for the FPP in **Annex AA**. If analytical methods are in-house, different from BP, USP and Ph. Int., attach a copy of the analytical method and analytical validation data in the same **Annex AA**.

Please attach a copy of the certificate of analysis for the three last batches released in **Annex AB**.

## 3.3 Method of manufacture and process validation:

Have the manufacturing methods for each standard batch size been validated?

Yes No

If no, please clarify:

If yes, please provide details of validation status in the table below:

|  |  |
| --- | --- |
| The batch size of the validated batches (minimum, maximum size) |  |
| The batch numbers of the validated batches |  |
| Manufacturing dates of the validated batches |  |
| Reference number for the process validation report |  |
| If processes are yet to be validated, the reference number for the process validation protocol should be indicated |  |

Provide batch formulae for all proposed batch sizes:

* Please provide in **Annex AC** a flow diagram and brief narrative describing the manufacturing and control process of this product with relevant parameters.
* Summary of the evaluation, justification and coding of the major manufacturing changes (i.e.: having an impact on the quality, safety or efficacy profile of the product) made throughout development. The manufacturing process version with which the quality, safety and efficacy data have been obtained should be clearly indicated **Annex AD**.
* Summary of the comparability exercise between different manufacturing process version performed to ensure no adverse impact on the quality, safety or efficacy profile of the product **Annex AE**.

3.3.1 Additional information for sterile products

* Provide a summary of the microbiological control strategy and the adopted measures to minimize or prevent the occurrence of microorganisms (and associated metabolites and endotoxins) in the facility, equipment and product in **annex AF**
* Provide data of the aseptic process validation of the product, including recent media fill data (last 2 years), as applicable, in **Annex AG**.

* Describe the method of sterilization used, if applicable including conditions such as temperature, time, pressure, type of filters:

## 3.4 Stability of finished product

3.4.1 Is stability testing data available?

Yes No

Please provide the protocol and the report for real time, real condition, accelerated and long-term stability testing, including: type and material of container; conditions (temperature/ relative humidity/duration of stability study); number of batches involved in the study (minimum three); batch sizes for each lot tested; date of beginning of the study; and study conclusions. These can be provided in **Annex AH**.

3.4.2 Was the stability testing done on a product of the same formula, same API source, manufactured on the same site and packed in the same packaging material as the product that will be supplied?

Yes No

If no, describe the differences:

3.4.3 Please specify whether stability studies have been done or are ongoing with all declared API sources:

Yes No

Submit a declaration in **Annex AI** that stability studies have been done or are being done with all declared API sources.

If no, explain why:

3.4.4 Do you have ongoing stability data for this product?

Yes No

Attach status report of any ongoing stability studies in **Annex AJ**.

3.4.5 Shelf-life as it appears on packaging:

2 years 3 years 4 years 5 years Other (please specify):

3.4.6 Specific storage conditions for this product as they appear on the packaging and based on stability studies (e.g.: “Do not store above 30 °C – Protect from light”):

|  |  |
| --- | --- |
| Temperature |  |
| Light |  |
| Humidity |  |
| Other (specify) |  |

3.4.7 Product suitable for use in the following ICH Climatic Zones:

Zone I

**☐** Zone II

Zone III

Zone IVa

Zone IVb

Other (please specify):

3.4.8 For powder for injection, or injection that may be further diluted, or multidose containers provide in-use stability data and storage conditions after reconstitution and/or dilution in **Annex AK**.

Indicate the period (hours/days) and storage condition until which the product is stable after reconstitution and/or dilution based on the available in-use stability data:

# Section 4: Safety/efficacy

## 4.1 For innovator products

Please attach a summary of pharmacology, toxicology and efficacy of the product in **Annex AL**.

## 4.2 For biosimilar (SBPs) products: comparability exercise

Demonstrated

Not demonstrated

Not relevant, please explain why

If demonstrated,

* Provide a summary of the demonstration of similarity of the SBP to the RBP in terms of quality, safety and efficacy (**Annex AM**)
* Provide results obtained for the demonstration of biosimilarity of the SBP to the RBP in terms of quality (**Annex AN**)
* Provide a summary of the safety and efficacy data generated with the proposed product with the inclusion of studies design and protocol summaries (**Annex AO**)

## 4.3 For product not claimed to be SBPs: comparability to an active comparator with similar PK/PD profile

* Provide a summary of the PK/PD studies conducted to demonstrate similar profile of the proposed product with an active comparator with the inclusion of studies design and protocol summaries (**Annex AP**)

# Section 5: Commitment and authorization

## 5.1 Commitment

I, the undersigned, Click here to enter text. (*position in the company, e.g. General Manager, Authorized Person, Responsible Pharmacist*), acting as responsible for the company Click here to enter text. *(name of the company)*, certify that the information provided (above) is correct and true,

*(if the product is marketed in the country of origin, select the appropriate box below)*

and I certify that the product offered is identical in all aspects of manufacturing and quality to that marketed inClick here to enter text. (*country of origin*), including formulation, method and site of manufacture, sources of active and excipient starting materials, quality control of the product and starting material, packaging, shelf-life and product information.

and I certify that the product offered is identical to that marketed inClick here to enter text.*(name of country)*, except: Click here to enter text.

(e.g. formulation, method and site of manufacture,

sources of active and excipient starting materials, quality control of the finished product and

starting material, packaging, shelf-life, indications, product information)

If any changes occur to the information after the submission of this product questionnaire, the manufacturer/supplier undertakes to provide the relevant update as soon as possible.

Date: Signature:

## 5.2 Power of attorney

The manufacturer authorizes a distributor to submit the questionnaire

Date: Signature:

Distributor (Signed by Distributor for Manufacturer under power of attorney)

Please provide a copy of the power of attorney in **Annex AQ**.

## 5.3 Authorization for sharing information with other agency

I, the undersigned confirm that Click here to enter text. *(name of the company)*, has no objection to each Agency confidentially sharing information in this questionnaire, any of its annexes and/or the results of its review with the agencies listed in clause 1.5 except: Click here to enter text.

I, the undersigned, certify that the information provided above is accurate, correct, complete, up-to-date and true at the time of submission.

Full name:

Full title/position in company:

Company name:

Signature Date

Company seal/stamp:

# 

# Section 6: Attachments/annexes

Attachments or Annexes to the questionnaire should be in PDF format and should be well indexed to facilitate review

Please ensure that all documents necessary to enable objective evaluation of your product are attached. This checklist may not be exhaustive.

A. Formulation of the product (complete qualitative and quantitative composition including active ingredient(s) and excipients (1.1.7)

B. Description and composition of primary packaging materials (1.2.1)

C. Description and composition of secondary packaging materials (1.2.2)

D. SMF of all manufacturers (1.3)

E. Copy of product registration and market status– Licence No (1.6.1)

F. Certificate of pharmaceutical product (CPP) according to the WHO Certification

Scheme (WHO Technical Report Series, No. 863. An earlier version is not acceptable) (1.6.1)

G. Recent as well as historical deficiency/acceptance letters issued by PQP/SRA in relation to the specific product dossier (1.6.1)

H. List of other countries where the product is registered/marketed (1.6.2)

I. Copy of the relevant WHO Prequalification acceptance letter signed by your company (1.6.3)

J. WHO acceptance letter for product dossier review mentioning the WHO reference number assigned by WHO for this specific product (1.6.4)

K. SRA acceptance letter for product dossier review mentioning reference number assigned by SRA for this specific product (1.6.5)

L. Copy of primary and secondary packaging/label (1.7.2)

M. Patient information leaflet/package insert (1.7.4)

N. GMP certificate of the API manufacturer(s) from the country of origin (2.1.2)

O. Inspection reports related to GMP inspections conducted in the last 3 years (2.1.2)

P. Description of the raw and starting material, including source, quality grade and control used in the manufacture of the DS and DP (2.1.3)

Q. Summary of the viral validation studies (for products derived from culture of cell lines of human or animal origin), if available adventitious viruses and retrovirus particle count from 3 lots of unprocessed bulk. Alternatively, a risk assessment with respect to viral safety (for product derived from other host cells - e.g., bacterial, yeast) (2.1.3)

R. summary of clearance data gathered using model viruses with a range of physico-chemical and biochemical properties, including the viral safety residual risk/dose calculation (2.1.3)

S. Summary of the risk minimization measures of transmitting animal spongiform encephalopathy agents for products in which bovine, ovine or caprine materials are used during manufacture (2.1.3)

T. Copy of the internal API(s) specification(s) (2.1.4)

U. DS manufacturer justification of specifications (2.1.4)

V. Validated analytical methods if analytical methods for API are in-house analytical method, different from BP, USP and Ph.Int. (2.1.4)

W. Data on validation of the aseptic manufacturing of the product including

recent media simulation data, as applicable (2.1.4)

X. Copy of the certificate(s) of analysis of the API from the API manufacturer as well as

from the FPP manufacturer (2.1.5)

Y. Recent/valid GMP certificates/letter of compliance of the FPP manufacturer (3.1)

Z. GMP inspection reports related to inspections conducted in the last three years (3.1)

AA. If in-house specification is different from BP, USP and Ph.Int., attach copy of the in-house finished product specifications, justification of specification and also validated analytical methods (3.2)

AB. Copy of the certificate of analysis for the three last batches released (3.2)

AC. Flow diagram and brief narrative describing the manufacturing and control process of this product with relevant parameters (3.3)

AD. Summary of the evaluation, justification and coding of the major manufacturing changes (i.e. having an impact on the quality, safety or efficacy profile of the product) made throughout development (3.3)

AE. Summary of the comparability exercise between different manufacturing process version performed to ensure no adverse impact on the quality, safety or efficacy profile of the product (3.3)

☐ AF. Summary of the microbiological control strategy and the adopted measures to minimize or prevent the occurrence of microorganisms (and associated metabolites and endotoxins) in the facility, equipment and product (3.3)

AG. Data on validation of the aseptic process validation of the product including recent media fill validation data as applicable (3.3.1)

AH. Protocol and report for real time, real condition, accelerated and long-term stability testing (3.4.1)

AI. Declaration that stability studies have been done or are being done with all declared API sources (3.4.3)

AJ. Status report of any ongoing stability studies (3.4.4)

AK. In-use stability data and storage conditions after reconstitution for oral powder for

suspension, powder for injection, or injection that may be further diluted, or multidose containers (3.4.8)

AL. Summary of pharmacology, toxicology and efficacy of the product (4.1)

AM. summary of the demonstration of biosimilarity of the SBP to the RBP in terms of quality, safety and efficacy (4.2)

AN. Results obtained for the demonstration of biosimilarity of the SBP to the RBP in terms of quality (4.2)

AO. summary of the safety and efficacy data generated with the proposed product with the inclusion of studies design and protocol summaries (4.3)

AP. summary of the PK/PD studies conducted to demonstrate similar profile of the proposed product with an active comparator with the inclusion of studies design and protocol summaries (4.3)

AQ. Copy of the power of attorney (5.2)

1. Working document as per WHO TECHNICAL REPORT SERIES, NO. 986 under Annex 3 -*Model quality assurance system for procurement agencies* -Appendix 6- *Interagency finished pharmaceutical product questionnaire based on the model quality assurance system for procurement agencies.*  [↑](#footnote-ref-2)
2. For example, HDPE bottle, Alu-Alu strip, neutral glass vial. [↑](#footnote-ref-3)
3. WHO Prequalification website: [http://apps.who.int/prequal/.](http://apps.who.int/prequal/) [↑](#footnote-ref-4)