



## **WORKSHOP – QUALITY AUDITING: QUALIFYING AND CONDUCTING SELF-INSPECTIONS**

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### **COURSE INTRODUCTION:**

Pharmaceutical Medicines Manufacturers, both in the capacity as Applicants and / or contract manufacturers and Applicants importing medicines into South Africa for distribution or manufacturing products at local contract sites, need to adhere to current Good Manufacturing Practice (cGMP) requirements, based on the SA Guide to GMP (4.01) and PIC/S PE 009-15. South African Health Products Regulatory Authority (SAHPRA) is responsible for arranging for their GMP Inspectors to inspect these sites for compliance to ensure that all registered medicines are of the required quality, safety and efficacy.

SAHPRA requires each site to implement and perform routine cGMP activities, including GMP, GDocP, GWP, GDP compliance and compliance with the registered product dossier, throughout the entire life cycle of each product in order to remain compliant at all times. This includes internal periodic reviews by means of self-inspections of the following: the Quality Management System (QMS); Personnel; Premises & Equipment; Documentation; Artwork & Labelling; Production; Quality Control; Audits; Outsourced activities; Distribution, all in order to ensure that there is a state of control. It has been observed that personnel at times lack a structured training program to address attributes required by inspection team members, to be proficient in and capable of performing a comprehensive self-inspection program.

This one-day course, held over two mornings by SAAPI via MS Teams, introduces personnel involved in managing and participating in the self-inspection program, to key requirements in terms of qualification of the personnel included in the self-inspection team, planning, preparation, training staff in audit skills, conducting the inspections on the scheduled days and activities to be performed, compilation of the deficiencies noted, be part of the root cause analysis investigation team, suggesting corrective actions in response to the deficiencies observed, discussions with the relevant departments and personnel and closing out the process. Practical tools, documentation and relevant examples will be included in order to prepare you to implement your Self-Inspection program to maximum benefit to ensure a smooth experience for all involved as well as adding value as a continuous improvement initiative.

**WHO SHOULD ATTEND THE COURSE:**

Pharmacists (Regulatory and Quality Assurance) and Quality Assurance personnel, in Human and Veterinary Medicines (Act 101 of 1965) who are responsible for ensuring that their Companies adhere to the cGMP requirement for conducting Self-Inspections on an annual basis as well as senior management who wish to develop their knowledge in this area, from:

- Pharmaceutical Production Sites – Manufacturing, Packing, Testing
- Applicant only Sites (Importing &/or procuring from local contract sites and Marketing)
- Wholesale & Distribution sites

**COURSE CONTENT:**

- ✓ Purpose of Self-Inspections
- ✓ Regulatory Guidelines and references
- ✓ Benefits of the Self-Inspection process
- ✓ Self-inspection internal controls – qualification of personnel; SOPs; Schedule; review of past Self-Inspection report and current QMS registers to document the Effectiveness of such.
- ✓ Composition and key competencies of the Self-Inspection Team for various departments
- ✓ Various approaches used for conducting the Self-Inspection
- ✓ Self-Inspection Protocol & Checklists covering expectations of requirements in the areas to be inspected on site
- ✓ Inter-departmental communication with Self-Inspection readiness requirements
- ✓ Personnel preparation for the Self-Inspection – audit skills
- ✓ Self-Inspection activities compiled on a risk-based approach
- ✓ Self-Inspection Report compilation and deficiency classification
- ✓ Inter-departmental communication and discussions on the Self-Inspection report, with follow-up actions documented per department with timelines for suggested CAPA
- ✓ Examples of noted Deficiencies, trends and root cause analysis tools
- ✓ Gap analysis of past Self-Inspection report and subsequent external audit report, where applicable
- ✓ Documented dates for Effectiveness check on current CAPA
- ✓ Report on Self-Inspection program compiled to present at Senior Management meeting for review and discussion with minutes

**COURSE OUTCOMES:**

At the end of this course the attendees should have a clear understanding of the following:

- ✓ Understanding of key requirements for personnel performing self-inspections as well as the training program required to qualify these inspectors, captured in an SOP
- ✓ Knowledge of the concepts of the requirements that need to be in place in order to prepare your site for the self-Inspection process with a comprehensive SOP
- ✓ Composition of the Company's Self-Inspection Team with documented relevant training completed
- ✓ Site preparation activities required in terms of preparing the logistics, correct personnel on duty, access-controls and documentation for the Self-Inspection periods and to record the observations
- ✓ Interpretation of the Self-Inspection Report and the CAPA response format required with timelines, together with effectiveness checking
- ✓ Communication requirements with the senior management personnel to ensure that they are suitably trained in expectations of involvement with the Self-Inspection process and the benefits and outcomes of the process

**PRESENTER:**

Rosemary has spent more than 35 years working in the pharmaceutical industry, specifically in Quality Control, Quality Assurance, Regulatory Affairs and Technical Operations including Supply Chain, for manufacturers of medicines and for Applicants of registered medicines. The products ranged from: sterile blood plasma-derived therapeutic preparations; allopathic, generic and complementary medicines; homeopathic and herbal preparations; OTC products.

She has extensive knowledge of conducting numerous cGMP inspections nationally and internationally and is passionate about ensuring quality is built into each product by applying an effective quality management system and following cGMP requirements. Furthermore, Rosemary has been part of multiple cGMP Self-inspection teams, not only used for annual compliance purposes but also for preparing the local facility for Health Authority inspections and for Global or Group Audits. She has also performed inspections of facilities as part of a due diligence gap analysis process when considering contracting with or purchasing such facilities.

Rosemary is the owner and Director of consulting company PharmaConsult (Pty) Ltd., which provides expert project management activities, training sessions and implementation of theoretical and practical QMS processes, amongst other service offerings.