FOOD AND DRUGS AUTHORITY

GUIDELINES FOR REGISTRATION OF WORLD HEALTH ORGANISATION (WHO) PRE-QUALIFIED BIOLOGICAL PRODUCTS

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FOREWORD

The Public Health, 2012 Act 851 mandates the Ghana Food and Drugs Authority (GHFDA) to regulate the importation, distribution, and manufacture of all drugs, including vaccines in Ghana.

For this purpose, biological products, including vaccines intended to be used in Ghana must be of acceptable standards of quality, safety and efficacy and at the same time be assessed to have been produced in facilities that comply with current Good Manufacturing Practices (cGMP).

This document is intended to provide guidance on factors to consider when presenting a WHO pre-qualified biologic product for the purposes of submitting a registration application under the Ghana Public Health Act 851 of 2012. The GHFDA will evaluate the product before they are administered in Ghana and monitor the product once they are on the market, in fulfilment of the Authority's mandate to ensure the safety of all medicinal products in accordance with section 125 of the Public Health Act 2012, Act 851.

Submission of satisfactory data regarding the quality, safety, and efficacy of the biologic product will assist the GHFDA to assess the suitability of the product for its intended use in Ghana.

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1.0 INTRODUCTION

The World Health Organization (WHO) through its Expert Committee on Biological Standardization provides a service to United Nations (UN) agencies that purchase biological products, including vaccines, to determine the appropriateness, in principle, of the vaccines from varied sources for supply to these agencies.

The procedure is intended for countries that procure their vaccines through UNICEF and other UN agencies, or countries using information from the WHO pre-qualification process as a basis for selection of vaccines for use in their public immunization programmes, importing them through direct procurement. The procedure can be captured under two (2) different scenarios: Scenario 1; for an expedited review of vaccines that are WHO pre-qualified and are sourced through UNICEF and other UN agencies, and Scenario 2; for an expedited review of imported vaccines that are WHO pre-qualified and are procured directly, provided that the same specifications as provided in the UN agency tender are included in the national tender.

Following the evaluation procedure, WHO advice UN agencies on;

I. Compliance with both the WHO requirements and the specifications of the relevant UN agencies, and
II. The role of the NRA in certifying this fact.

Subsequently, the WHO issues a list of biological products, which have successfully fulfilled all the established conditions and can thus, be taken into consideration for purchase by UN agencies. The essence of the pre-qualification assessment is to ensure that the products meet the specifications of the UN procurement agency, and are produced in accordance with the WHO's recommendations for Good Manufacturing Practice (GMP), and Good Clinical Practice (GCP).

The system has been very efficient in promoting confidence on the quality for the products shipped to countries through UN procurement agencies. It has ensured that biological products used in national immunization programmes in different countries are of good Quality, Safe and effective for the intended population at the recommended schedules, and that they are of adequate operational specifications for packaging and presentation.

It is intended that countries that subscribe to the procedure would receive information on changes and variations and the relevant regulatory actions that would impact the product's approval through the WHO pre-qualification status. Note that NRA's electing to use this process will not require additional information beyond that detailed below (refer to specific requirements) for approval under this process.

These guidelines describe the information requirements of an application to register a biological product (vaccines) acquired through United Nations (UN) procurement agencies that supply vaccines from the list of WHO prequalified biological products, and the format in which the information should be presented in support of the application.

These guidelines should be read in conjunction with other guidelines on the Ghana Food and Drugs Authority (FDA) website <www.fdaghana.gov.gh>. Those documents provide specific guidance on the batch release requirements.

The GHFDA generally accepts data generated by tests, which have been conducted according to monographs in the most-recent editions of the reference Pharmacopeia as stated in the Public Health Act (ACT 851, 2012, Section 112).

1.1 Scope

In pursuance of Section 118 of the Public Health Act 2012, Act 851, these Guidelines are hereby made to provide guidance to applicants on the procedure for registering a WHO pre-qualified biological product (vaccines) in Ghana. Applicants are encouraged to familiarize themselves with this document and the above law before completing the registration form.

1.2 Definition of terms

In these guidelines, unless the context otherwise states:

- **Biological products** mean items derived from living organisms (ranging from normal or genetically modified microorganisms to fluids, tissues and cells derived from various animals and human sources) or containing living organisms that are used to;
    - treat or prevent diseases or manage injury
    - diagnose medical condition
    - alter the physiological processes
    - test the susceptibility to diseases.

Such items include;

- traditional vaccines (bacterial, viral, combination, etc.)
- products of genetically modified organisms (e.g. insulin, etc.)
- immunotherapy products (e.g. cell based tumour vaccines, human cellular vaccines, etc.)
- peptides and Polypeptides (e.g. insulin, cytokine, etc.)
- monoclonal antibodies
- Other human cells based products (e.g.… fibroblast, epithelial cells, chondrocytes)

- **Authority** means Food and Drugs Authority
- **Products** means a biological product
- **Applicant** means the product owner or license holder or EPI. Representatives of license holders may not hold themselves as applicants, unless they own the product.
- **Variation** means a change in the indication(s), dosage recommendation (s), drug's classification and / or patients group(s) for a previously registered biological product been marketed under the same name in Ghana. A variation also includes, but not limited to, a change in the product name, site of manufacture and / or source of ingredients.

- **Vaccines** means a heterogeneous class of medicinal products containing immunogenic substances capable of inducing specific, active and protective host immunity against infectious disease.
- **Combined vaccine** means a vaccine that consists of two or more antigens, combined by the manufacturer at the final formulation stage or mixed immediately before administration. Such vaccines are intended to protect against more than one disease, or against one disease caused by different strains or serotypes of the same organism.
- **Conjugated vaccine** means a vaccine produced by covalently binding an antigen to a carrier protein with the intention of improving the immunogenicity of the attached antigen. This technique is most often applied to bacterial polysaccharides for the prevention of invasive bacterial disease.
- **Traditional vaccines** in the context of the expedited review procedure mean Diphtheria and Tetanus toxoids and (whole cell) Pertussis vaccine (DTP), Bacille Calmette-Guerin (BCG), Oral Poliovirus Vaccines (OPV), products containing Diphtheria and Tetanus toxoids (DT/Td/TT), Measles, Hepatitis B, and/or *Haemophilus Influenzae* type b conjugated (Hib) vaccines. Yellow fever vaccines are also included, even though they are not applied on a global basis, but have been part of the standard package acquired by UN procurement agencies.
- **Adjuvant** means substance which when given in combination with an antigen augments the immune response to that antigen.
- **Vaccination schedule** means the basic vaccination schedule and revaccination schedule combined.
- **Re-vaccination schedule** means one or more administrations of a vaccine used to maintain the initial protective effects induced by the basic vaccination schedule
- **Manufacturer** means any person involved at any stage during the manufacturing process, including any person involved in packaging and labelling, sterilising and testing, up to and including release for supply.
- **Expedited procedure** means an abbreviated regulative process building on the WHO pre-qualification procedure, that allows an NRA to provide regulatory approval for imported vaccine products that are included on the WHO list of pre-qualified products intended for use in national immunization programmes
- **Novel and regionally-used vaccines** mean vaccines that are not considered traditional because they are not the subjects of a global WHO recommendation, and might include, but is not limited to, vaccines protecting against Cholera, Typhoid, Rabies, Meningitis, Inactivated Polio Vaccine (IPV), combination vaccines such as Measles-Mumps-Rubella (MMR), or that containing Hepatitis B and/or Hib, as well as other vaccines that may be WHO-prequalified
- **Prequalified product** means a biological product, including vaccines that appear in the list of products on the WHO website that has been through a published pre-qualification process to be eligible for purchase by the UN agencies for use in national immunization programmes.
- **Master seed lot (MSL)** means a homogenous suspension of the original cells or organisms on which production is based and aliquot into individual containers for storage.
- For genetically modified products, the cells in the MSL are normally already transformed by the expression vector containing the desired gene. In some cases, the MSL for the expression vector and MSL for host cells may be distinct.

- **Working seed lot (WSL)** means a homogenous suspension of cells or organisms derived from the MSL under defined conditions and aliquot into individual containers for storage. The WSL is used at a defined passage level for routine production. Containers of MSL and WSL, once removed from storage, must not be returned to the seed lot stock.
- **Batch (final lot)** means a collection of closed, final containers or other final dosage units that are expected to be homogenous and equivalent with respect to risk of contamination during filling or preparation of the final product. Preparation is from the same final bulk lot of the biological product, freeze-dried together (if applicable) and closed in one continuous working session.
- **Stability of vaccines** means the ability of a vaccine to retain its chemical, physical, microbiological and biological properties within specified limits throughout its shelf-life.
- **Stability tests** mean a series of tests designed to obtain information regarding the stability of a vaccine in order to define its shelf-life and utilization period under specified packaging and storage conditions.
- **Accelerated stability studies** means studies designed to determine the rate of change of vaccine properties over time as a consequence of the exposure to temperatures higher than those recommended for storage. These studies may provide useful support data for establishing the shelf-life or release specifications but should not be used to forecast real time real condition stability of a vaccine. They could also provide preliminary information about the vaccine stability at early developmental stages and assist in assessing stability profile of a vaccine after manufacturing changes.
- **Stress Testing** means studies performed to determine the impact of extreme environmental factors such as light and extreme temperature. These studies are not usually performed as part of a stability program, but are used instead to establish protective packaging and container conditions, and to support exclusionary labelling.
- **Supporting stability data** means supplementary data, such as stability data on small-scale batches, related formulations, and products presented in containers other than those proposed for marketing, and scientific rationales that support the analytical procedures, the proposed re-test period or the shelf-life and storage conditions.
- **Storage period** means a time period during which an intermediate may be held under appropriate storage conditions.
- **Shelf-life** means the period of time during which a product, if stored correctly, is expected to comply with the specification as determined by stability studies on a number of batches of the product. The shelf-life is used to establish the expiry date of each batch. Shelf-life is used for the final product; storage period is used for the intermediates. "Shelf-life specifications" are those specifications that should be met throughout the shelf-life of the product (should not be confused with "release specification").
- **Expiry date** means the date given on the individual container (usually on the label) of a final biological product up to and including which; the product is expected to remain within specifications, if stored as recommended. It is established for each batch by adding the shelf-life period to the date of manufacturing or the starting date of the last potency test.
- **Clinical trial or study** means a scientific investigation to assess efficacy and/or safety of a product under field conditions in subjects and using the product in accordance with the label.
- **Residual pathogenicity** means the potential of viruses or bacteria, which have been attenuated for specific route of administration to retain different levels of pathogenicity.

- **Overdose** means 2× the maximum concentration but may be as high as 10 x in the case of live biological. Refer to relevant pharmacopoeia monographs where applicable.
- **Finished product** means the formulated product, in its final dosage form and held in the final sealed container and packaging in a form that is intended to be released for supply.

2.0 REQUIREMENTS

2.1. Administrative requirements

The legal information accompanying the dossier should be duly certified and authenticated under the procedure, in effect, in the country of origin, and issued by the appropriate entity.

- **Document confirming the Senior Executive Officer / Senior Medical or Scientific Officer responsible for the product** (under the country's legislation). Submit a document issued by the manufacturer of the biological product giving information about the individuals responsible for the product. The information should include the identity and designation of the authorized person in charge of regulatory activities.
- **Authority note for the local agent**
  Document issued by the manufacturer of the biological product authorizing the local agent to represent the manufacturer and market the biological product in Ghana.
- **Certificate of Pharmaceutical Product**
  Using the World Health Organisation (WHO) model, this certificate includes information on compliance with good manufacturing practices (GMP). A free sale certificate where applicable should be submitted in addition to the GMP certificate.
- **Certificate of good manufacturing practices of other manufacturers involved during the production of the biological product**
  This should include manufacturers who are involved at any stage during the production process, for example, manufacturer(s) of the active ingredient(s), the diluents, and those responsible for labelling and packaging of the finished product. It is important that the certificate indicates the procedures that the establishment is authorized to perform.
- **Trademark certificate** (optional)
- **Proposed brand name and art work for primary and secondary labels**
  These should be submitted for approval by GHFDA prior to submission of application, dossier and samples for registration.
- **Invention patent certificate** (based on the country of origin's legislation)
- **Batch release certificate**
  It refers to the batch release certificate issued by the regulatory authority of the country of origin of the product or the regional regulatory authority responsible for its release. The certificate should correspond to those samples submitted with the application for registration. Please refer to the GHFDA website for the minimum requirements (batch release document).

- **Lot release certificate**
  It refers to the lot release certificate issued by the regulatory authority of the country of origin of the product or the regional regulatory authority responsible for its release. The certificate should correspond to those samples submitted with the application for registration.
- **Manufacturer's declaration**
  A document should be presented certifying that the information provided is the information corresponding to all the studies performed, regardless of their results. This should include all the pertinent information regarding all toxicological and/or clinical tests or trials of the biological product that are incomplete or have been abandoned and/or completed tests related to indications not covered by the application.

2.2 General Requirements

- The presentation of the product shall not have any resemblance in spelling and pronunciation of name, or packaging to another product, that has been previously registered by the Authority. (*EPI exempted*)
- All samples submitted should conform to existing labelling regulations (*refer to document FDA/SMC/BPU/GL-RBP/2013/01 on the FDA website*) (*EPI exempted*)
- All documentation submitted shall be in English, and must be legibly printed and not handwritten.
- Four (4) copies of the labels and leaflet inserts, conforming to existing labelling regulations in Ghana (see page 17 of these guidelines).
- If the product is produced on contract manufacture, evidence of the contract agreement shall be produced in the documentation submitted. (*EPI exempted*).
- Products submitted for registration shall have at least 60% of its shelf-life remaining. This notwithstanding, products with shelf-life less than 24months shall have at least 80% of its shelf-life remaining at the time of submission.
- The use of an International Non-proprietary Name (INN) as a brand name shall not be permitted.
- The packages of all products submitted for registration shall include a package inserts/patient information leaflet (where applicable).
- Verifiable evidence shall be provided, and an undertaking made by the applicant to the effect that the patent of the innovator product has expired, if the product is a biosimilar or a generic.

2.3 Specific Requirements

2.3.1 World Health Organization (WHO)

WHO shall inform all countries that have indicated to use the expedited review procedure, of any changes in the pre-qualification status of the biological product, together with a brief explanatory

statement? The statement shall be based on, on-going dialogue with the manufacturer and the NRA overseeing the production, as well as the reassessment process for pre-qualification by WHO.

WHO shall communicate to all countries/NRAs using the expedited review procedure, information relating to decisions not to purchase the product, that are based on product quality, product packaging, or any other conditions, which may impact its suitability for use in a national immunization programme, which have been relayed to the WHO by UN agencies.

2.3.2 National Regulatory Authority (NRA) Overseeing Production

In accordance with the WHO's definitions of NRA functions, for marketing approval of a product and continuing regulatory oversight, the following activities shall be performed by the NRA overseeing production of the biological product;

- Review of the Chemistry, Manufacturing Controls (CMC) corresponding to Module 3 of the Common Technical Document (CTD)
- Assessment of GMP compliance of the facility and of the production procedure, on-going after marketing
- Continuing review of variations and changes submitted to the product registration file
- Review of appropriate clinical data
- Continuing review of product safety-first through clinical trials and after marketing through a functional Adverse Effect Following Immunization (AEFI) systems
- Lot release; and
- Development, validation, standardization and use of tests that correlate with efficacy (laboratory correlates of efficacy), such as the measles potency test, or if none, with consistency (e.g. Immunogenicity test for acellular pertussis potency)

2.3.3 National Regulatory Authority of the Importing Country (Specific Requirements, Food and Drugs Authority, Ghana)

The food and drugs authority shall follow the review time frames and conditions as outlined in the expedited review procedure. The authority may not require more information from manufacturers or relevant distributors than that defined below. The authority shall invite the manufacture to submit the following since the expedited review procedure differs significantly from a normal review process because of the recognition of the assessment carried-out by the manufacturer's NRA and by WHO;

- A duly signed covering letter
- Non-refundable application fee as specified in the Authority's fee schedule.

- One(1) hard copy and one (1) soft copy of completed application forms
- Application form (*Application for Registration of Pre-qualified Biological Products procured by United Nations procurement agencies*)
  Form shall contain the following information about the manufacturer:
    - name and address of the manufacturing site(s), telephone and facsimile numbers, 24-hour telephone numbers and e-mail addresses of principal contacts. In cases where the application is being submitted by a distributor, this information should also be provided for the distributor.
    - name of an officer responsible and contact addresses, telephone numbers, and e-mail addresses if not provided above.
    - names and addresses, including telephone and facsimile numbers, and e-mail addresses of principal contacts for this particular product, of the NRA, and the National Control Laboratory of the producing country (or designated contract laboratory if different).
- Samples of the product (refer to FDA sample schedule)
  Form shall contain information about the product composition, presentation, and schedules as follows:

    - name of the product, both generic name and brand name, if applicable
    - composition of the product
    - description of the presentation, including diluent if applicable; forms, dose size, types of containers, Vaccine Vial Monitor (VVM) type used, description of application devices (e.g., syringes, droppers) to be delivered with the vaccine, if applicable
    - schedule recommended, an administration route
    - samples of vials, ampoules of diluents, labels, boxes, package insert, and corresponding labeling to be provided in preferred language (i.e., English)
    - 10 units each of the following three (3) final lots produced from three (3) consecutive bulk lots of products, including relevant packaging listed above
- Lot release certificate and corresponding summary lot protocol of three (3) final lots of products derived from three (3) consecutive bulk lots.
- Copy of package insert
- NRA batch release certificates for the three (3) final lots listed above
- List of countries where the product is licenced and marketed
- Evidence to demonstrate that the product specification provided in the summary lot protocol match those in the appropriate WHO technical Report Series (referred to in the UN agency tender document)
- Prequalification status form completed in and signed by WHO

2.4 Other requirements

2.4.1. New Registration

Applications shall comply with the following:

- All documentation submitted shall be in English, and must be legibly printed and not hand written. These guidelines should be read in conjunction with other guidelines on the Authority's website www.fdaghana.gov.gh.
- The original certificate of analysis for the batch of the biological product being submitted for registration and issued by a recognized public analyst shall be submitted.
- The Authority shall approve the application before any importation of the biological product is carried-out.

2.4.2. Registration Variation

Variations shall be approved by the Authority before any importation of the varied product is made into the country, other than those used as samples for the purpose of this application. An application for the variation of registration of a product prior to re-registration shall be made to the Authority. This variation shall be approved by the Authority before any importation of the product shall be made into the country. The application shall be accompanied by:

- A duly signed covering letter
- Documentation in support of the variation.
- Samples reflecting the variation
- Non-refundable variation fee as specified in Authority's approved fees schedule.

2.4.3. Re-Registration

The re-registration shall be approved by the Authority before any importation of the product is made to the country, other than those used as samples for the purpose of this registration. An application for the re-registration of a biological product shall be made three (3) months before expiration of the last registration. The application shall be accompanied by:

- A covering letter
- Supporting documentation for any variations since the biological product was last registered.
- Samples of the biological product in the final package as specified in the Authority's samples schedule.
- Non-refundable application fee as specified in Authority's approved fees schedule.
- Batch release documents.
- Post-approval long term/real time stability study report

- Post-approval pharmacovigilance/safety monitoring report

3.0 OUTLINE OF THE EVALUATION OF APPLICATION

❖ The authority in considering an application may perform the following functions:

- Appreciate the need to have the product registered in Ghana.
- May consult with other bodies and experts with knowledge about the product.
- Reserves the right to conduct a Good Manufacture Practice (GMP) audit inspection on the manufacturing facility for the product at a fee prescribed by the Authority.

❖ Where the Authority is satisfied that there is the need to register a product, and all requirements for its registration have been satisfied, it shall do so and issue a *Certificate of Registration* to the applicant, subject to such conditions as may be prescribed by the Authority. In addition to the local agent (EPI), the Authority shall notify WHO and the manufacture of the outcome, and copy to the UN procurement agency. The registration of a product under these regulations, unless otherwise revoked (e.g., withdrawal of pre-qualification status by WHO), shall be valid for a period of 3 (three) years and may be renewed.

❖ Where the Authority is not satisfied with the application, the Authority shall provide a detailed justification to the local agent (EPI), and WHO, with a copy to the UN procurement agency. An appeal for the review of an application may be made in writing to the Authority within sixty (60) days of receipt of the rejection notice.

❖ The Authority shall from time to time update product file, publish a notice in the Gazette notifying the registration of a product under these regulations.

❖ No information given in this application shall be disclosed by the Food and Drugs Authority to a third party, except;

- With the written consent of the licence holder/Manufacturer, and WHO
- In accordance with the directive of the Board of Directors of the FDA
- For the purpose of a legal process under the Public Health Act, 2012 (Act 851)

4.0. SANCTIONS AND PENALTIES

❖ The Authority shall cancel, suspend or withdraw the registration of a product if:

- WHO recommends that the prequalification status has been withdrawn
- The basis on which the product was registered is later found to be false
- The circumstances under which the product was registered no longer exist
- Any of the provisions under which the product was registered has been contravened
- The standard of quality, safety and efficacy as prescribed in the documentation for registration is not being complied with.

❖ Where the registration of the product is suspended, withdrawn or cancelled, the Authority shall cause the withdrawal from circulation of that product and shall accordingly cause the suspension, cancellation or withdrawal to be published in the Gazette.

APPENDIX I:

ABBREVIATIONS AND ACRONYMS

AEFI	Adverse Effect Following Immunization
BMR	Batch Manufacturing Record
cGMP	current Good Manufacturing Practice
CMC	Chemistry Manufacture and Controls
CTD	Common Technical Document
EPC	End of Production Cells
EPI	Expanded Programme on Immunization
GHFDA	Ghana Food and Drugs Authority
MCB	Master Cell Bank
MSL	Master Seed Lot
NCL	National Control Laboratory
NRA	National Regulatory Authority
RMP	Risk Management Plan
SRA	Stringent Regulatory Authority
TRS	Technical Report Series
UN	United Nations
VVM	Vaccine Vial Monitor
WCB	Working Cell Bank
WHO	World Health Organization
WSL	Working Seed Lot

APPENDIX II:

Forms required for the registration of WHO pre-qualified biological products in Ghana

FORM ONE

Information provided to:_____
(**For example: Food and Drugs Authority (FDA), Ghana**)

Name of Product:_____

Product Manufactured by:_____

Manufacturing site located at:_____
(**include any additional clarification needed for the manufacturing site**)

Product distributed by:_____(if relevant)

Distribution under the regulatory oversight of:_____

_____
(**Insert name of NRA and NCL as applicable**)

Product provided in:_____dose (vial/ampoules)

Product supplied with:_____
(**For example: diluent in (vials/ampoules); syringes (description); droppers**)

WHO-prequalified as of:_____/_____/_____(date: dd/mm/yyyy)

Conditions attached to the pre-qualification status:

_____

_____

_____

_____

The pre-qualification status will be reassessed in:_____/_____/_____(mm/yyyy) unless a decision, based on history, is made to waive the reassessment process. WHO will advise the recipient of this form if, as a result of the reassessment, or for any other reason the pre-qualifaction

status is withdrawn.

Specifications of product:_____

_____

_____

_____

(insert packaging specification, relevant TRS documents, and product specifications if different from those stated in the TRS, and VVM type)

A copy of the "sample product insert" is attached.

As part of the granting of pre-qualification status, the manufacture and the NRA the NRA agree to keep WHO updated on an on-going basis relative to verification on on-going GMP compliance, AEFI monitoring, and control of variations. In the event that pre-qualification and/or national regulatory approval are withdrawn, WHO will provide the addressee named above with a notification to that effect, along with a brief summary statement explaining the reason for withdrawal.

Name, designation and signature of WHO designated officer responsible for pre-qualification of biological products:

NAME:_____

DESIGNATION:_____

SIGNATURE_____ ____/_____/_____

CC: UN procurement Agency

Form for updating information on regulatory status, packaging and other information that may improve the products continuing suitability for use in the national immunization programme, for use by WHO

FORM TWO

Information provided to:_____
(**For example: Food and Drugs Authority (FDA), Ghana**)

Name of Product:_____

Product Manufactured by:_____

Manufacturing site located at:_____
(**include any additional clarification needed for the manufacturing site**)

Product distributed by:_____(if relevant)

Distribution under the regulatory oversight of:_____

_____
(**Insert name of NRA and NCL as applicable**)

Product provided in:_____dose (vial/ampoules)

Product supplied with:_____
(**For example: diluent in (vials/ampoules); syringes (description); droppers**)

WHO-prequalified as of:_____/_____/_____(date: dd/mm/yyyy)

Conditions attached to the pre-qualification status:

_____

_____

_____

_____

On the basis of the information provided to WHO and the UN procurement agency by the manufacturer and the NRA, or as a result of reassessment activities by WHO, the product has undergone a suspension of prequalification status due to:

- Withdrawal from the market;

- Withdrawal of National Regulatory Approval;
- Unsatisfactory reassessment;
- Unsatisfactory field performance;

Details:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name, designation and signature of WHO designated officer responsible for pre-qualification of biological products:

NAME:_____

DESIGNATION:_____

SIGNATURE_____ ____/_____/_____

CC: UN procurement Agency

Checklist for reporting product compliance

Form to use for NRA approval process. Form should be sent as a report to WHO within 30 days of receipt of information. Form should be sent via WHO country representative and respective regional Office, to Pre-qualification Officer: ivb@who.int

FORM THREE

Name of product:_____

Name of Manufacturer:_____

Presentation:_____

Pre-qualification status:_____ _____
(date) (conditions)

Product received in (country):_____

- Through UN procurement;
- Through direct procurement_____
(name of distributor, if applicable)

Lot numbers assessed for consistency and conformity:

_____

_____

_____

- Complete application form including WHO documentation of pre-qualification status;
- Summary lot protocol reviewed and indicated compliance with specifications in:
    - UN tender;
    - TRS number.
- Product leaflet consistent with sample product insert;
- Product label and inner box match TRS number;
- Product label, samples, and inner box consistent with each other;

Except in cases of products for which clinical data review is needed (products pre-qualification with conditions indicated in **FORM ONE**), for which the time frame is extended to a total of 120 working days.

- Product label, samples, and inner box match Summary Lot Protocol;
- VVM and relevant temperature – monitoring devices present (as per WHO/IVB/05.23);

- If relevant, information of clinical data that were reviewed and found satisfactory by a national or international committee of experts available (provided mechanism, e.g., export national panel, regional forum, etc.);

Other observations:_____

_____

_____

_____

Decision:

Product is approved for distribution in (country name): _____

Until: _____/_____ (mm/yyyy) _____or WHO pre-

qualification stapes lapses, whichever come first.

Product is **NOT** approved for distribution (attached detailed justification).

Name, designation and signature of WHO designated officer responsible for pre-qualification of biological products:

NAME:_____

DESIGNATION:_____

SIGNATURE_____ ____/_____/_____

Send via WHO country representative and respective Regional Office to Prequalification Officer, vaccines@who.int, with a copy to UN procurement agency, unless product received through direct procurement.

Only for products pre-qualified with conditions indicated in **FORM ONE**