ISBN 0-478-07572-3
24 ACVM 01/07
New Zealand Food Safety Authority
Post Office Box 2835
Wellington, New Zealand

ACVM Standard for Good Manufacturing Practice

This document may be altered at any time. It was current as at the date in the footer of each page of the document. It is recommended that anyone intending to use this document should contact the ACVM Group of NZFSA or check its website (http://www.nzfsa.govt.nz/acvm/) to confirm that it is the current version.

Endorsement:

Date:

Contents

ACVM Standard for Good Manufacturing Practice

1 Introduction

1.1 Purpose

This standard sets out the minimum specifications that must be met by manufacturers of agricultural compounds and veterinary medicines that are registered with a condition requiring compliance with good manufacturing practice (GMP), or that are exempt from registration with a condition for manufacture in accordance with GMP under the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997. It also forms the basis for assessment of good manufacturing practice of agricultural compounds and veterinary medicines.

The specifications for the manufacturers of vertebrate toxic agents are covered in the *ACVM Standard for Vertebrate Toxic Agents.*

If a manufacturer operates according to any other standard, the manufacturer must provide a case of equivalence.

The *ACVM Guideline for Good Manufacturing Practice* has been adopted to advise and assist manufacturers of registered veterinary medicines to comply with international and national manufacturing standards.

1.2 Scope

This standard provides specifications for the following areas of good manufacturing practice:

- quality management
- personnel
- premises, plant and equipment
- documentation
- production
- quality control
- contract manufacture and analysis
- complaints and product recall
- internal audits.

1.3 Definitions and abbreviations

Product quality: Conformance of a product with the specifications and within the tolerances documented in the submission for registration. For a product exempt from registration with a condition for conformance with good manufacturing practice the product must comply with the specifications defined by the manufacturer.

Manufacture: In relation to any agricultural compound, 'manufacture' includes all the following aspects: acquiring materials, making up, preparing, producing or processing, and examining, assessing or quality control testing the materials and the agricultural compound for release; it also includes the filling, packing, and labelling of an agricultural compound in a container for the purposes of sale.

Manufacturer: Any person who manufactures an agricultural compound or veterinary medicine or vertebrate toxic agent. Where the process of manufacturing an agricultural compound or veterinary medicine or vertebrate toxic agent is carried out on different sites or by independent contractors on behalf of the registrant, all such participants shall be recorded as manufacturers of the product and the registrant shall be deemed to be the manufacturer of the product in the register for the purposes of the Act.

Good manufacturing practice: The part of quality assurance that ensures products are consistently produced and controlled to the quality standard defined by the manufacturer. Good manufacturing practice includes both production and quality control.

1.4 References

ACVM Registration Requirements for Plant Compounds in New Zealand

ACVM Registration Requirements for Veterinary Medicines in New Zealand

ACVM Registration Requirements for Vertebrate Toxic Agents Including Pest Control Products

ACVM Guideline for Good Manufacturing Practice

ACVM Standard for Vertebrate Toxic Agents

Application for Authorisation to Manufacture Agricultural Compounds, Veterinary Medicines and Vertebrate Toxic Agents

2 Specifications

2.1 Quality management

2.1.1 A manufacturer of an agricultural compound, a veterinary medicine, and/or a vertebrate toxic agent must have a quality management system that is able to ensure that the product is fit for its intended use and conforms with the specifications that characterise the product.

2.1.2 The quality management system must include a comprehensively designed and correctly implemented system of quality assurance incorporating good manufacturing practice and quality control. The quality management system must be fully documented and its effectiveness monitored.

2.1.3 The quality management system must ensure that all parts of the quality assurance system are adequately resourced with appropriately qualified and competent personnel, and premises, equipment and facilities that are suitable and sufficient for their purposes.

2.1.4 In order to be considered acceptable, the quality management system must demonstrate the responsibility and commitment of senior management, the participation and commitment by staff in different departments and at all levels within the company, and by the company's suppliers and its distributors.

2.2 Personnel

2.2.1 There must be sufficient and appropriately qualified personnel, as specified in the site master file, to carry out all the tasks that are the responsibility of the manufacturer.

2.2.2 Job descriptions must be documented for staff with specific responsibilities and be clearly understood by the staff concerned.

2.2.3 All personnel must be aware of the specifications in this standard for good manufacturing practice that affect them, and receive initial and continuing training relevant to their needs.

2.3 Premises, plant and equipment

2.3.1 Premises, plant and equipment must be located, designed, constructed, adapted and maintained to suit the operations to be carried out, and be as specified in the application for registration and the site master file.

2.3.2 Their layout and design must aim to minimise the risk of errors and permit effective cleaning and maintenance in order to avoid cross-contamination, build up of dust or dirt and, in general, any adverse effect on the specified quality of products.

2.3.3 Environmental conditions within manufacturing premises must be appropriate for the operations and not adversely affect operations carried out.

2.3.4 Separation of critical processes must be provided during manufacturing operations to prevent cross-contamination of products.

2.3.5 Separation of quality control laboratories and testing procedures from production activities that might adversely impact on manufactured product quality must be provided.

2.3.6 Staff eating areas and toilets must be separate from production areas.

2.4 Documentation

2.4.1 All documentation must be complete, clearly written, free from errors and accessible for inspection.

2.4.2 Entries on all documents must be signed and dated.

2.4.3 Documentation relating to materials, manufacture and product tests must be retained, at least until one year after completion of the expiry of the product manufactured, or five years from the date of manufacture when no expiry period has been established.

2.4.4 An up to date site master file containing the following information must be maintained for each manufacturing site (please refer to the form 'Application for Authorisation to Manufacture Agricultural Compounds, Veterinary Medicines and Vertebrate Toxic Agents'):

- site contact details
- details of the nature of manufacture performed and types of products manufactured
- site and building plans with key plant and equipment locations, air systems and production flow paths indicated
- details of staff engaged in production and quality control
- copies of any site inspection approvals or certifications issued by regulatory authorities.

2.4.5 Documentation covering the following aspects must be present as a minimum requirement:

- staff organisation diagram
- staff position descriptions
- staff training records
- materials specifications
- materials certificates of analysis
- materials test/inspection and release records

- Product Master Formula
- manufacturing procedures and batch records
- final product specifications
- quality control procedures and test records
- packaging specifications
- packing procedures
- label reconciliation procedure and records
- line clearance procedure and records
- cleaning procedures and records
- product distribution records
- complaints procedure and records
- product recall procedure and records
- internal audit procedure and records
- plant maintenance procedures and records
- plant and system validation records
- equipment calibration records.

2.5 Production

2.5.1 Production operations must comply with this standard for good manufacturing practice.

2.5.2 Production operations must follow clearly defined and documented procedures.

2.5.3 All materials, in-process and final products must be labelled to define their identity and status.

2.5.4 Production premises, plant and equipment must be of sufficient capacity for their intended use and be maintained in a clean and orderly manner.

2.5.5 Agricultural compounds for use in animals or veterinary medicines must not be manufactured in the same facilities or equipment as agricultural compounds for use on plants or pesticides unless appropriate separation and validated cleaning procedures are implemented, and documented.

2.5.6 Processes and equipment critical to manufacturing operations must be validated.

2.5.7 The identity and quality of all starting materials must be known and approved for use in production.

2.5.8 All pre-printed labels must be stored securely and their use controlled to prevent mislabelling occurring during packaging operations.

2.5.9 Separation of packaging operations and line clearance must be documented to prevent product mixing.

2.5.10 All returned, damaged or rejected materials or products must be quarantined and clearly identified.

2.5.11 Samples from each batch must be retained for at least one year after expiry or five years from the date of manufacture when no expiry period has been established.

2.6 Quality control

2.6.1 The quality control functions must be independent and separate from production.

2.6.2 Procedures must be in place for the assessment and formal release of materials for production, and of final product to the market.

2.6.3 Sampling and testing of materials as appropriate, of in-process, and final product must be carried out according to a predetermined and documented programme.

2.6.4 Test procedures and equipment must be validated and controls employed when appropriate.

2.7 Contract manufacture and analysis

2.7.1 Contract manufacture and analysis must be correctly defined, agreed and controlled in order to avoid misunderstandings that could result in a product or work of unsatisfactory quality.

2.7.2 There must be a written contract between the contract giver and the contract acceptor that clearly establishes the duties of each party.

2.7.3 Changes affecting the contract agreed between the parties must be documented.

2.7.4 The contract must clearly state the way in which the authorised person releasing each batch of product for sale exercises their full responsibility.

2.7.5 The contract acceptor must not deviate from conditions on the materials, or processes used, as specified in the contract.

2.7.6 Contractors providing manufacturing or testing services must accept inspection for regulatory authority approval as a part of the manufacturing process.

2.8 Complaints and product recall

2.8.1 All complaints and other information concerning potentially defective products must be carefully reviewed and documented according to written procedures.

2.8.2 A system must be provided to enable, if necessary, the prompt and effective recall from the market of any batch of product known or suspected to be defective.

2.9 Internal audits

2.9.1 Internal audits must be conducted in order to monitor compliance with the standard for good manufacturing practice, and to implement any necessary corrective measures.

2.9.2 Internal audits must be carried out to a predetermined programme, be documented and reviewed as part of the quality management process.

3 Assessment of a Manufacturer

Manufacturers of agricultural compounds, veterinary medicines and vertebrate toxic agents will be assessed by or on behalf of NZFSA for conformance with the standard for good manufacturing practice under the following circumstances:

- when a product being manufactured is a registered trade name product
- when a product being manufactured is exempt from registration and a condition of the exemption is for compliance with good manufacturing practice.

Manufacturers of registered veterinary medicines will be subject to periodic inspection in a formal assessment programme for conformance with this standard. Manufacturers of registered verterbrate toxic agents will be assessed for conformance with the *Standard for Vertebrate Toxic Agents.*

Manufacturers of registered plant compounds may be inspected following allegations to or suspicion by NZFSA that the products being manufactured may not be in conformance with specifications, or may be causing breaches of the Agricultural Compounds and Veterinary Medicines Act. This is level 1 responsive compliance.

Manufacturers of agricultural compounds, veterinary medicines and vertebrate toxic agents that are exempt from registration with conditions for conformance with good manufacturing practice or subject to an approved code of practice will also be subject to level 1 compliance. Any investigation may include inspection of the manufacturer.