Medicines Control Authority of Zimbabwe

MCAZ/LED/GL-14

GUIDELINES FOR SETTING UP LOCAL PHARMACEUTICAL PRODUCTION SITES IN ZIMBABWE

EFFECTIVE DATE:

02/2022

Medicines Control Authority of Zimbabwe

106 Baines Avenue

P O Box 10559

Harare

Email: mcaz@mcaz.co.zw

Website: www.mcaz.co.zw

Written by:	Signature	Date 02/2022
Checked by HoD/HoU:	Signature	Date 09/02/2022
Approved by QM:	Signature	Date 15/2/2022
Authorised for use by: Director-General	Signature	Date 16/2/2022

1.0 APPLICATION

This guidance document applies to;

4.1 All prospective local pharmaceutical manufacturers in Zimbabwe

4.2 Existing local pharmaceutical manufacturers expanding their scope of manufacturing plants.

2.0 PURPOSE

The MCAZ commits to support the government's thrust to promote the local production of essential medicines in Zimbabwe. The setting up of modern facilities that meet global quality standards of cGMP requires extensive consultation from the project design stages. In the context of facilitative regulatory approaches to local pharmaceutical manufacturers, the purpose of this document is to give guidance on the steps to follow in setting up new manufacturing sites. While the guidance has been drawn using the current best practice, it should not be expected to be exhaustive and it is not mandatory but recommended.

3.0 BACKGROUND / INTRODUCTION

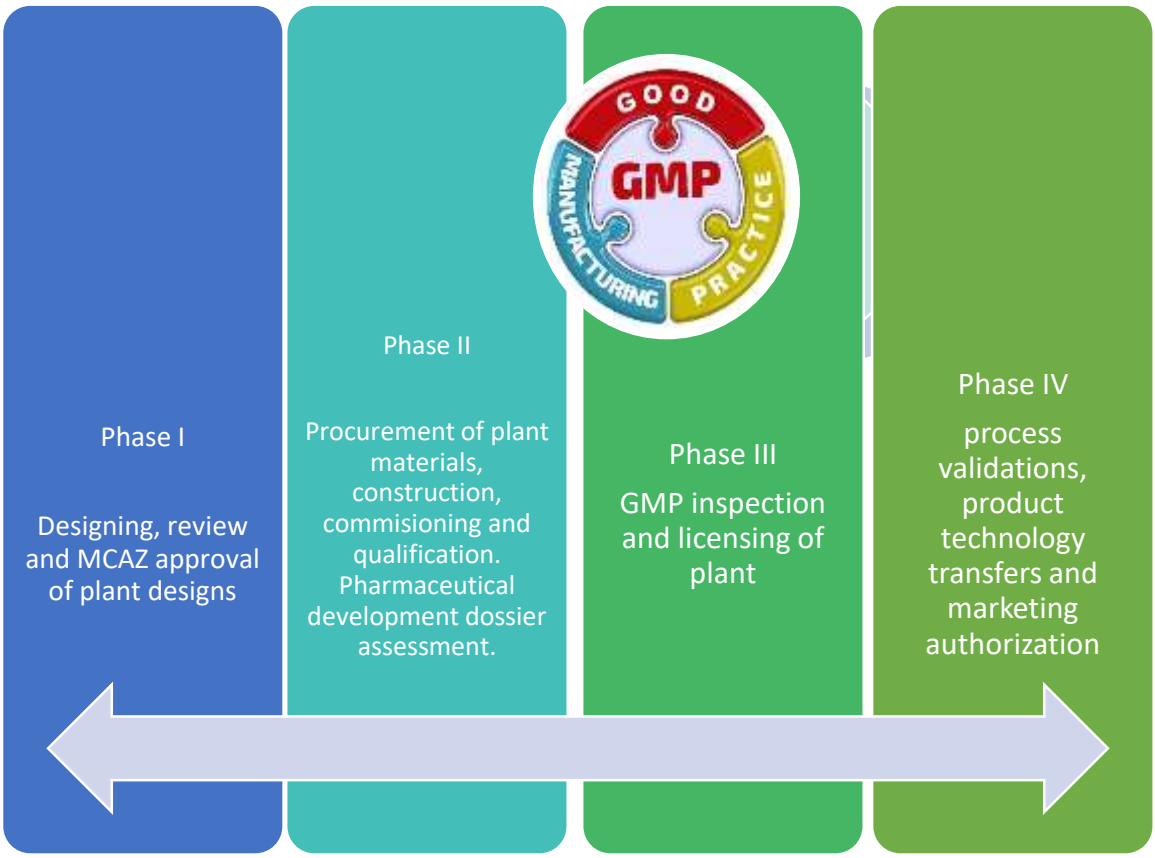
This guidance document outlines steps that can guide prospective manufacturers to set up compliant manufacturing plants in Zimbabwe. It is drawn in close reference to the current WHO GMP guidelines particularly for pharmaceutical premises. All licensed manufacturing sites are expected to comply with the current WHO GMP guidelines, as compounded in the MCAZ GMP guidelines, available on the website, www.mcaz.co.zw .

4.0 DEFINITIONS

N/A

5.0 GUIDELINES

5.1 Overview of the Greenfield pharmaceutical plant projects



5.2 Phase 1: Plant design reviews and approval

5.2.1 It is recommended that the prospective manufacturers engage competent consultants who can design layout drawings for the targeted pharmaceutical products to be manufactured.

5.2.1 The drawings should be presented as architectural drawings and should include,

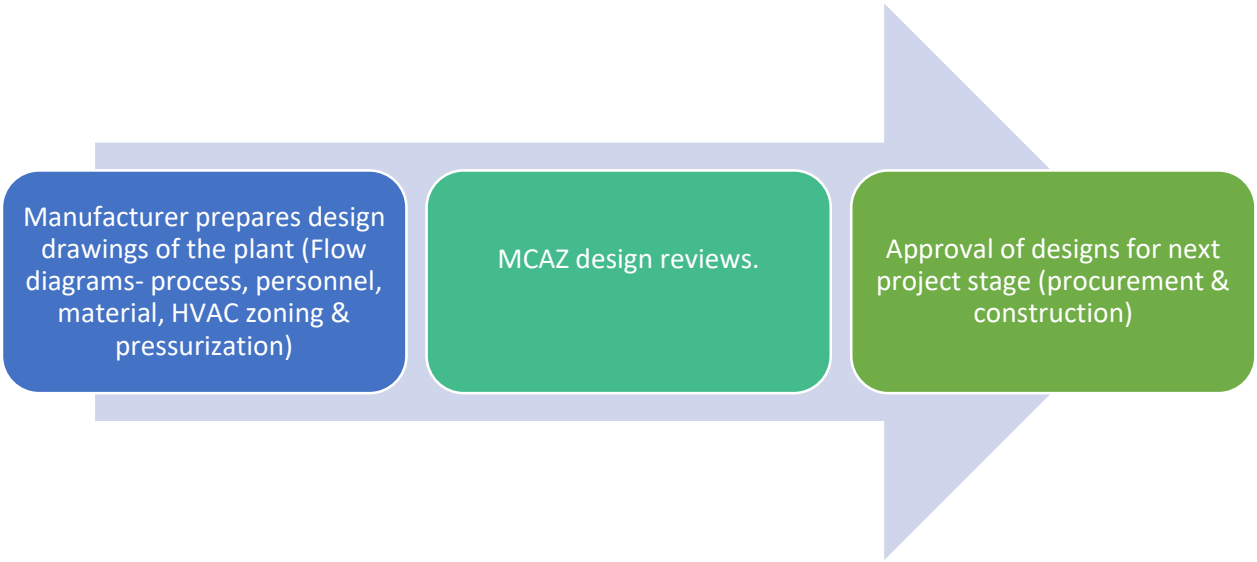
i. Floor layout drawn to scale
ii. Process flow diagram
iii. Material flow diagram
iv. Personnel flow diagram
v. HVAC zoning and pressurization diagram

5.2.1 The prospective manufacturer should request for a design review meeting with the GMP inspectorate. The meeting can be held physically or virtually. A design review fee of USD658.00 or the equivalent local currency at the prevailing bank rates.

5.2.2 The design reviews will focus on understanding the intended project, control of contamination and cross contamination as well as logical flow of the manufacturing process. The manufacturer's technical representative should lead the presentations to the inspectorate.

5.2.3 If there are any comments or recommendations from the design reviews, these should be addressed and presented in a follow up meeting with the inspectorate.

5.2.4 Upon agreeing to the designs, a formal approval letter shall be issued by the Authority.



5.3 Phase II: Procurement of project materials and construction of plant

5.3.1 Once the manufacturer is issued with a design approval by the Authority, phase II of the project commences.

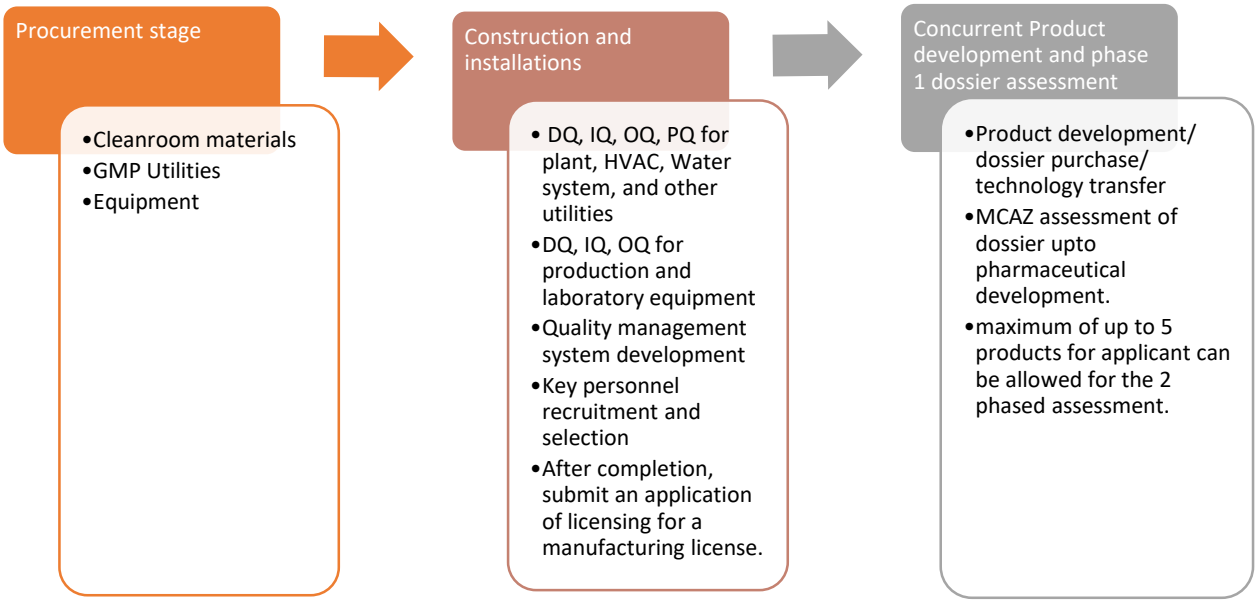
5.3.2 Phase II involves procurement of plant materials, equipment and utilities

5.3.3 The MCAZ inspectorate is not ideally involved in this phase but maybe invited to check progress during the construction to check if the project is going according to approved plans. If considered necessary, this progress-check inspection shall be chargeable a fee of USD1000 or the equivalent local currency at prevailing bank rate.

5.3.4 Upon completion of construction of the plant and utilities and equipment installations, these must be qualified appropriately up to Performance Qualification for the plant and utilities and at least up to Operational Qualification for the equipment.

5.3.5 The product registration process can be considered in parallel to the plant construction stage, if the manufacturer provides evidence of the material procurement and/ or construction according to approved plans have started on the ground.

5.3.6 Only the pharmaceutical development data can be evaluated at this stage.



5.4 Phase III: Inspection and licensing of premises

5.4.1 Upon completion of construction, relevant plant and utilities qualifications an application for licensing of manufacturing premises must be submitted to the MCAZ licensing division at Licensingunit@mcaz.co.zw and hard copies submitted at the MCAZ reception.

5.4.2 A GMP inspection shall be conducted within 7 working days from the day of receipt of application for licensing.

5.4.3 The applicable inspection fee shall be obtainable from the licensing unit at Licensingunit@mcaz.co.zw

5.4.4 The GMP inspection shall focus on the following,

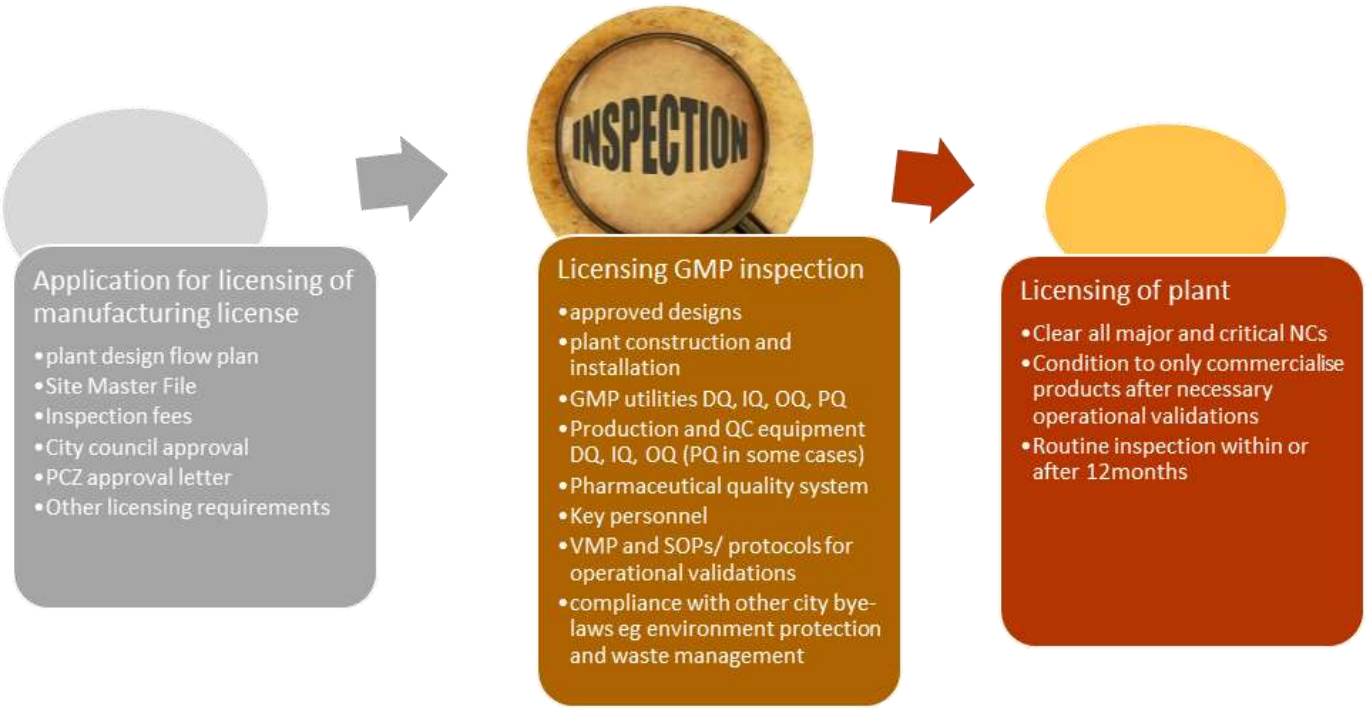
i. Follow up on the approved designs
ii. Verify the as built/ at rest qualification of the areas/ plant, GMP utilities (DQ, IQ, OQ, PQ) and equipment (DQ, IQ, OQ).
iii. Verify the quality management system
iv. Verify the adequacy and competency of key personnel
v. Review the adequacy of documentation needed for operational validations, eg process validation, technology transfer, cleaning validation, intermediate hold times and analytical method validation.

5.4.5 If there are no major non-conformance issues from the licensing GMP inspection, the licence should be issued within 10 working days from the last day of inspection. If there are major issues to be corrected, the license shall be issued

within 10 working days of submission of satisfactory CAPA response.

5.4.6 The initial manufacturing license shall be issued with a condition, *"To release products for sale after satisfactory process validation or technology transfer".*

5.4.7 The site shall have its first routine inspection within or after 12 months based on risk rating from the licensing inspection.



5.5 Phase IV: Commercialization of first batches of each new product

5.5.1 Upon licensing of the manufacturing plant, commercial batches of products can be manufactured, starting with process validation or technology transfer batches.

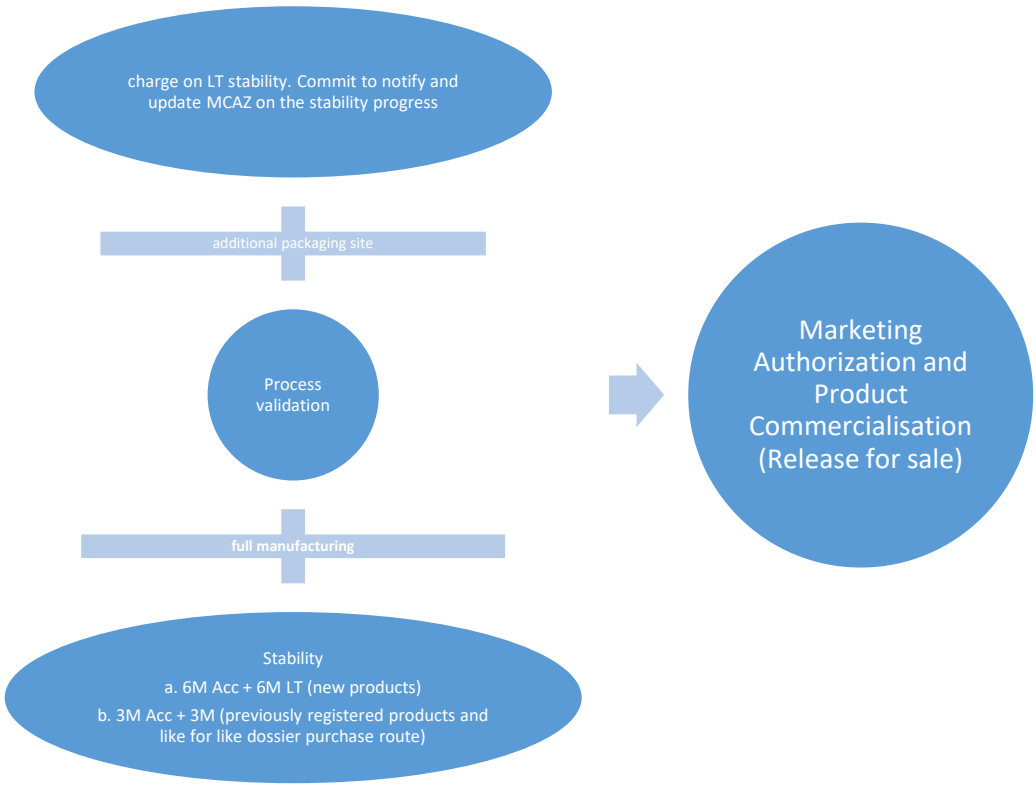
5.5.2 All process validation batches must comply with product release specifications.

5.5.3 The process validation batches must be charged on stability

5.5.4 If the product was previously registered by MCAZ, the process validation batches can be released for sale after concluding the process validation. The manufacturer must commit to notify the Authority of any adverse stability results.

5.5.5 If the product was not previously registered with the MCAZ, the process validation results and at least 3/ 6 months accelerated stability and 6 months ongoing stability data should be submitted for review prior to granting of marketing authorization.

5.5.6 This process applies to all new registrable products introduced into the licensed plant.



5.6 Licensing of authorised / qualified persons for supervision of manufacturing operations and release of products for sale

5.6.1 Background

The Authority commits to assure the public that medicines available on the market are safe, effective and of the right quality. To promote this mandate, and also to support the production of quality-competitive products for the local, regional and international markets, the competent supervision of manufacturing processes and release of products to the market is of greatest importance. It is in this context, and in line with global best regulatory practice as promoted by the WHO Global Benchmarking Tool, GBT, that the Authority intends to formally license an Authorized/ Qualified person for each manufacturing site.

5.6.2 Roles of an Authorized/ Qualified Person

The Authorized/ Qualified person shall be licensed to,

i. Supervise the entire manufacturing process from materials management to packed products for sale and ensure that manufacturing processes follow the marketing authorization and current global best practice of manufacturing for all products.
ii. Perform the quality function of release of finished products to the market.

NB: The operational roles may be delegated to other competent persons in the organization under defined circumstances, but the responsibilities remain on the licensed person.

5.7 Minimum qualifications and experience to be eligible to be licensed as an Authorized/ Qualified person,

5.7.1 For human medicines manufacturers

i. A bachelor's degree in Pharmacy, or
ii. Advanced degrees in Pharmacy with manufacturing industry specialization are added advantages, AND.
iii. Minimum of two years continuous experience in production, quality assurance or relevant regulatory standards enforcement in the pharmaceutical industry.
iv. Evidence of continued training and/ or capacity development.

5.7.2 For biopharmaceutical products including vaccines

i. A bachelor's degree in Pharmacy + additional training in biotechnology, or
ii. A pharmaceutical/ medical biotechnology bachelor's degree, or
iii. A bachelor's degree in microbiology + additional training in pharmaceutical technology, AND.
iv. Minimum of two years continuous experience in production, quality assurance or relevant regulatory standards enforcement in the pharmaceutical industry.
v. Evidence of continued training and/ or capacity development.
vi.

5.7.3 For veterinary medicines manufacturers

i. A bachelor's degree in Pharmacy, or
ii. A bachelor's degree in veterinary science/ surgery.
iii. Minimum of two years continuous experience in production, quality assurance or relevant regulatory standards enforcement in the pharmaceutical industry.
iv. Evidence of continued training and/ or capacity development.

5.7.4 For herbal and complimentary medicines manufacturers

i. Bachelor's degree in any life sciences and natural sciences, or
ii. National diploma or certificate for any life sciences and natural sciences + additional training in pharmaceutical technology.
iii. Minimum of two years continuous experience in cultivation, production or regulation of plants or plant derivatives or in a pharmaceutical industry environment.
iv. Evidence of continued training and/ or capacity development.

5.8 Licensing process

5.8.1 Each application shall be independently assessed on the adequacy of qualifications and relevant experience for the type of manufacturing premises which will be supervised.

5.8.2 The licensing and Advertising Committee shall decide to grant/ or not to grant a license for the Authorized/ Qualified Person based on the strength of the evidence submitted to demonstrate qualifications, experience and competency.

5.8.3 The license for the Authorized person shall be renewed annually and the performance of the supervised products on the market may be used to consider the renewal of the license.

5.8.4 In cases of gross violation of expected manufacturing standards, GMPs, resulting in significant risk to public health, the license for the Authorized/ Qualified person maybe procedurally suspended or cancelled or a caution be issued.

6.0 KEY RELEVANT DOCUMENTS

N/A

7.0 HISTORY

DOCUMENT HISTORY		
Revision Number	Date Approved	New Guideline
N/A	N/A	