APPENDIX 11

COMPLIANCE MONITORING AUTHORITY

GOOD LABORATORY PRACTICE COMPLIANCE PROGRAMME OF MALAYSIA

GLP Pre-Inspection Report

Name of the test facility			
Address			
Contact Person			
Date of Inspection		End Date of Inspection	
Name of the Inspector		Signature of the Inspector	

Principles of Good Laboratory Practice

A = Address NAdd = not addressed NA = Not applicable

No.	REQUIREMENT	A	NAdd	NA	REMARKS
A	**Scope of the studies**				
i.	Sponsor has informed that study is for the registration/licensing				
ii.	Sponsor has identified the Receiving Authorities				
1.0	**Test Facility (TF) Organisation and Personnel**				
1.1	Test Facility Management's (TFM) Responsibilities				
a)	Ensure that a statement exists which identifies the individual(s) within a test facility who fulfill the responsibilities of management as defined by these Principles of GLP				
b)	Ensure that a sufficient number of qualified personnel, appropriate facilities, equipment, and materials are available for the timely and proper conduct of the study				
c)	Maintenance of a record of the qualifications, training, experience and job description for each professional and technical individual				
d)	Ensure that personnel clearly				

	understand the functions they are to perform and where necessary, provide training for these functions				
e)	Ensure that appropriate and technically valid SOP are established and followed, and approve all original and revised SOP				
f)	Ensure that there is a Quality Assurance Programme(QAP) with designated personnel and assure that the quality assurance responsibility is being performed in accordance with the Principles of GLP				
g)	Ensure that for each study an individual with the appropriate qualifications, training, and experience is designated by the management as the Study Director (SD) before the study is initiated. Replacement of a SD should be done according to established procedures, and should be documented.				
h)	Multi-site study - if needed, a Principal Investigator is designated, and appropriately trained, qualified and experienced to supervise the delegated phase(s) of the study. Replacement of a Principal Investigator should be done according to established procedures, and should be documented.				
i)	Ensure documented approval of the study plan by the SD				
j)	Ensure that SD has made the approved study plan available to the Quality Assurance personnel				
k)	Ensure the maintenance of an historical file of all SOP				
l)	Archive management (s) – Authorised person & Job description				

m)	Maintenance of a master schedule				
n)	Test Facility supplies meet				

	appropriate study requirements in a study				
o)	Ensure for a multi-site study that clear lines of communication exist between the SD, Principal Investigator(s), the Quality Assurance Programme(s) and study personnel				
p)	Appropriate characterisation of test and reference items				
q)	Establish procedures to ensure that computerised systems are suitable for their intended purpose, and are validated, operated and maintained in accordance with the Principles of GLP				
1.2	**Study Director's Responsibilities**				
1	SD - Single point of study control and responsible for the overall conduct of the study and for its final report				
2	The Responsibilities of Study Director should include but not limited to following functions:				
a)	Approve SP and any amendments made, dated and signature				
b)	Ensure that the Quality Assurance personnel have a copy of the study plan and any amendments in a timely manner and communicate effectively with the Quality Assurance personnel as required during the conduct of the study				
c)	SP and amendments and SOP are available to study personnel				

d)	Ensure that the SP and the final report for a multi-site study identify and define the role of any Principal Investigator(s) and any test facilities and test sites involved in the conduct of the study				
e)	Ensure that the procedures specified in the study plan are followed, and assess and document the impact of any deviations from the study plan on the quality and integrity of the study, and take appropriate corrective action if necessary; acknowledge deviations from SOP during the conduct of the study				
f)	All raw data generated were documented and recorded				
g)	Computerised systems used in the study are validated				
h)	Sign and date the final report to indicate acceptance of responsibility for the validity of the data and to indicate the extent to which the study complies with the Principles of GLP				
i)	Ensure that SP, the final report, raw data and supporting material are archived (after completion/termination) of the study				
1.3	**Principal Investigator's Responsibilities**				
	PI ensure that the delegated phases of the study are conducted in accordance with the applicable Principles of Good Laboratory Practice				

1.4	**Study Personnel's Responsibilities**				
1.	All personnel involved in the conduct of the study must be knowledgeable of the Principles of GLP which are applicable to their involvement in the study				
2.	Study personnel will have access to the study plan and appropriate SOP applicable to their involvement in the study and responsible to comply with the instructions given in the documents. Any deviation from the instructions should be documented and communicated directly to the Study Director, and/or if appropriate, the Principal Investigator(s)				
3.	All study personnel are responsible for recording raw data promptly and accurately and in compliance with the Principles of GLP, and are responsible for the quality of their data				
4.	Study personnel should exercise health precautions to minimise risk to themselves and to ensure the integrity of the study. They should communicate to the appropriate person any relevant known health or medical condition in order that they can be excluded from operations that may affect the study				
2.0	**Quality Assurance Programme (QAP)**				
2.1	**General**				
1.	The test facility should have a documented QAP to assure that studies performed are in compliance with the Principles of GLP				

2.	The QAP should be carried out by an individual or by individuals designated by and directly responsible to management and who are familiar with the test procedures				
3.	This individual(s) should not be involved in the conduct of the study being assured				
2.2	**Responsibilities of the Quality Assurance Personnel**				
a)	Maintain copies of all approved study plans and SOP in use in the test facility and have access to an up-to-date copy of the master schedule				
b)	Verify that the study plan contains the information required for compliance with the Principles of GLP. This verification should be documented				
c)	Conduct inspections to determine if all studies are conducted in accordance with the Principles of GLP. Inspections should also determine that study plans and SOP have been made available to study personnel and are being followed. Inspections can be of three types as specified by QAP SOP: - Study-based inspections, - Facility-based inspections, - Process-based inspections. Records of such inspections should be retained.				
d)	Inspect the final reports to confirm that the methods, procedures, and observations are accurately and completely described, and that the reported results accurately and completely reflect the raw data of the studies				

e)	Promptly report any inspection results in writing to management and to the SD**,** and to the Principal Investigator(s) and the respective management, when applicable				
f)	Prepare and sign a statement, to be included with the final report, which specifies types of inspections and their dates, including the phase(s) of the study inspected**,** and the dates inspection results were reported to management and the SD and Principal Investigator(s), if applicable. This statement would also serve to confirm that the final report reflects the raw data				
3.0	**Facilities**				
3.1	**General**				
1.	The test facility should be of suitable size, construction and location to meet the requirements of the study and to minimise disturbance that would interfere with the validity of the study.				
2.	The design of the test facility should provide an adequate degree of separation of the different activities to assure the proper conduct of each study.				
3.2	**Test System Facilities**				
1.	The test facility should have a sufficient number of rooms or areas to assure the isolation of test systems and the isolation of individual projects, involving substances or organisms known to be or suspected of being biohazardous				

2.	Suitable rooms or areas should be available for the diagnosis, treatment and control of diseases, in order to ensure that there is no unacceptable degree of deterioration of test systems				
3.	There should be storage rooms or areas as needed for supplies and equipment. Storage rooms or areas should be separated from rooms or areas housing the test systems and should provide adequate protection against infestation, contamination, and/or deterioration				
3.3	**Facilities for Handling Test and Reference Items**				
1.	To prevent contamination or mix-ups, there should be separate rooms or areas for receipt and storage of the test and reference items, and mixing of the test items with a vehicle				
2.	Storage rooms or areas for the test items should be separate from test systems, adequate to preserve identity, concentration, purity, and stability, and ensure safe storage for hazardous substances				
3.4	**Archive Facilities**				
	Archive facilities should be provided for the secure storage and retrieval of study plans**,** raw data, final reports, samples of test items and specimens. Archive design and archive conditions should protect contents from untimely deterioration				
3.5	**Waste Disposal**				
	Handling and disposal of wastes should be carried out in such a way as not to jeopardise the integrity of studies. This includes provision for appropriate collection, storage and disposal facilities, and decontamination and transportation procedures				

4.0	**Apparatus, Material, and Reagents**				
1.	Apparatus, including validated computerised systems, used for the generation, storage and retrieval of data, and for controlling environmental factors relevant to the study should be suitably located and of appropriate design and adequate capacity				
2.	Apparatus used in a study should be periodically inspected, cleaned, maintained, and calibrated according to SOP. Records of these activities should be maintained. Calibration should, where appropriate, be traceable to national or international standards of measurement				
3.	Apparatus and materials used in a study should not interfere adversely with the test systems				
4.	Chemicals, reagents, and solutions should be labeled to indicate identity (with concentration if appropriate), expiry date and specific storage instructions. Information concerning source, preparation date and stability should be available. The expiry date may be extended on the basis of documented evaluation or analysis				
5.0	**Test Systems**				
5.1	**Physical/Chemical**				
1.	Apparatus used for generation of physical/ chemical data should be suitably located and of appropriate design and adequate capacity				
2.	Integrity of the physical/chemical of TS should be ensured				
5.2	**Biological**				
1.	Proper conditions should be established and maintained for the storage**,** housing, handling and care of biological test systems, in order to ensure the quality of the data				

2.	Newly received animal and plant test systems should be isolated until their health status has been evaluated. If any unusual mortality or morbidity occurs, this lot should not be used in studies and, when appropriate, should be humanely destroyed. At the experimental starting date of a study, test systems should be free of any disease or condition that might interfere with the purpose or conduct of the study. Test systems that become diseased or injured during the course of a study should be isolated and treated, if necessary to maintain the integrity of the study. Any diagnosis and treatment of any disease before or during a study should be recorded				
3.	Records of source, date of arrival, and arrival condition of test systems should be maintained				
4.	Biological test systems should be cclimatized to the test environment for an adequate period before the first administration/application of the test or reference item				
5.	All information needed to properly identify the test systems should appear on their housing or containers. Individual test systems that are to be removed from their housing or containers during the conduct of the study should bear appropriate identification, wherever possible				

6.	During use, housing or containers for test systems should be cleaned and sanitised at appropriate intervals. Any material that comes into contact with the test system should be free of contaminants at levels that would interfere with the study. Bedding for animals should be changed as required by sound husbandry practice. Use of pest control agents should be documented. Housing and bedding are cleaned, and sanitised at appropriate intervals				
7.	Test systems used in field studies should be located so as to avoid interference in the study from spray drift and from past usage of pesticides				
6.0	**Test and Reference Items**				
6.1	**Receipt, Handling, Sampling and Storage**				
1.	Maintained records of test item/reference item characterisation, date of receipt, expiry date, quantities received and used in studies				
2.	Handling, sampling, and storage procedures should be identified in order that the homogeneity and stability are assured to the degree possible and contamination or mixup are precluded				
3.	Storage container(s) should carry identification information, expiry date, and specific storage instructions				
6.2	**Characterisation**				
1.	Each test and reference item should be appropriately identified (e.g., code, Chemical Abstracts Service Registry Number [CAS number], name, biological parameters)				
2.	For each study, identity including batch no., purity, composition, concentration or other characteristics to appropriately define each batch of the test or reference items should be known				
3.	In cases where the test item is supplied				

	by the sponsor, there should be a mechanism, developed in co-operation between the sponsor and the test facility, to verify the identity of the test item subject to the study				
4.	The stability of test and reference items under storage and test conditions should be known for all studies				
5.	If the test item is administered or applied in a vehicle, the homogeneity, concentration and stability of the test item in that vehicle should be determined. For test items used in field studies (e.g., tank mixes), these may be determined through separate laboratory experiments				
6.	A sample for analytical purposes from each batch of test item should be retained for all studies except short-term studies				
7.0	**Standard Operating Procedures (SOP)**				
7.1	A test facility should have written SOP approved by test facility management that are intended to ensure the quality and integrity of the data generated by the test facility. Revisions to SOP should be approved by test facility management. Written and revised SOP should be approved by TF management				
7.2	Each separate test facility unit or area should have immediately available current SOP relevant to the activities being performed therein. Published text books, analytical methods**,** articles and manuals may be used as supplements to the SOP				

7.3	Deviations from SOP related to the study should be documented and should be acknowledged by the SD and the PI, as applicable				
7.4	Standard Operating Procedures should be available for, but not be limited to, the following categories of test facility activities. The details given under each heading are to be considered as illustrative examples. *1. Test and reference item* Receipt, identification, labelling, handling, sampling and storage.				
	2. Apparatus, material and reagent Use, maintenance, cleaning and calibration.				
	3. Report keeping, reporting, storage and retrieval Coding of studies, data collection, preparation of reports, indexing systems, handling of data, including the use of computerised systems.				
	4. Test System a) Room preparation and environmental room conditions for the test system. b) Procedures for receipt, transfer, proper placement, characterisation, identification and care of the test system. c) Test system preparation, observations and examinations, before, during and at the conclusion of the study. d) Handling of test system individuals found moribund or dead during the study. e) Collection, identification and handling of specimens including necropsy and histopathology. f) Sitting and placement of test systems in test plots				
	5. Quality Assurance Procedures Operation of Quality Assurance personnel in planning, scheduling**,** performing, documenting and				

	reporting inspections				
8.0	**Performance of the Study**				
8.1	**Study Plan**				
1.	For each study, a written plan should exist prior to the initiation of the study. The study plan should be approved by dated signature of the SD and verified for GLP compliance by QAP as specified in Section 2.2.1.b., above. The study plan should also be approved by the test facility management and the sponsor**,** if required by national regulation or legislation in the country where the study is being performed				
2.	a. Amendments to the study plan should be justified and approved by dated signature of the SD and maintained with the study plan				
	b. Deviations from the study plan should be described, explained, acknowledged and dated in a timely fashion by the SD and/or PI and maintained with the study raw data				
3.	Short-term studies - a general SP accompanied by a study specific supplement may be used				
8.2	**Content of the Study Plan**				
1.	Identification of the Study, the Test Item and Reference Item a) A descriptive title; b) A statement which reveals the nature and purpose of the study; c) Identification of the test item by code or name (IUPAC; CAS number, biological parameters, etc.); d) The reference item to be used				

2.	Information Concerning the Sponsor and the Test Facility a) Name and address of the sponsor; b) Name and address of any test facilities and test sites involved; c) Name and address of the Study Director; d) Name and address of the Principal Investigator(s), and the phase(s) of the study delegated by the SD and under the responsibility of the Principal Investigator(s)				
3.	a) The date of approval of the study plan by signature of the SD. The date of approval of the study plan by signature of the test facility management and sponsor if required by national regulation or legislation in the country where the study is being performed				
	b) The proposed experimental starting and completion dates				
4.	Test Methods - Reference to the OECD Test Guideline or other test guideline or method to be used				
5.	Issues (wa)- a) The justification for selection of the test system; b) Characterisation of the test system, such as the species, strain, substrain, source of supply, number, body weight range, sex, age and other pertinent information; c) The method of administration and the reason for its choice; d) The dose levels and/or concentration(s), frequency, and duration of administration/ application; e) Detailed information on the experimental design, including a description of the chronological procedure of the study, all methods, materials and conditions, type and frequency of analysis, measurements, observations and examinations to be performed, and statistical methods to be used (if any)				

6.	Records - A list of records to be retained				
8.3	**Conduct of the Study**				
1.	A unique identification should be given to each study. All items concerning this study should carry this identification. Specimens from the study should be identified to confirm their origin. Such identification should enable traceability, as appropriate for the specimen and study				
2.	The study should be conducted in accordance with the study plan				
3.	All data generated during the conduct of the study should be recorded directly, promptly, accurately, and legibly by the individual entering the data. These entries should be signed or nitialed and dated				
4.	Any change in the raw data should be made so as not to obscure the previous entry, should indicate the reason for change and should be dated and signed or nitialed by the individual making the change				
5.	Data generated as a direct computer input should be identified at the time of data input by the individual(s) responsible for direct data entries. Computerised system design should always provide for the retention of full audit trails to show all changes to the data without obscuring the original data. It should be possible to associate all changes to data with the persons having made those changes, for example, by use of timed and dated (electronic) signatures. Reason for changes should be given				

9.0	**Reporting of Study Results**				
9.1	**General**				
1.	A final report should be prepared for each study. In the case of short term studies, a standardised final report accompanied by a study specific extension may be prepared				
2.	Reports of PI/scientist involved in the study should be signed and dated				
3.	The final report should be signed and dated by the SD to indicate acceptance of responsibility for the validity of the data. The extent of compliance with the Principles of GLP should be indicated				
4.	Corrections and additions to a final report should be in the form of amendments. Amendments should clearly specify the reason for the corrections or additions and should be signed and dated by the SD				
5.	Reformatting of the final report to comply with the submission requirements of a national registration or regulatory authority does not constitute a correction, addition or amendment to the final report				
9.2	**Content of the Final Report**				
1.	Identification of the Study, the Test Item & Reference Item a) A descriptive title b) Identification of the test item by code or name (IUPAC, CAS number, biological parameters, etc.) c) Identification of the reference item by name d) Characterisation of the test item including purity, stability and homogeneity				

2.	Information Concerning the sponsor & TF a) Name and address of the sponsor b) Name and address of any test facilities and test sites involved c) Name and address of the SD d) Name and address of the PI and the phase of the study delegated, if applicable e) Name and address of scientists having contributed reports to the final report				
3.	Dates - Experimental starting and completion dates				
4.	Statement – A QAP statement listing the types of inspections made and dates, including the phase inspected***,*** and the dates any inspection results were reported to management and to the SD and PI, if applicable. This statement would also serve to confirm that the final report reflects the raw data				
5.	Description of Materials and Test Methods a) Description of methods and materials used b) Reference to OECD Test Guideline or other test guideline or method				
6.	Results a) A summary of results b) All information and data required by the study plan c) A presentation of the results, including calculations and determinations of statistical significance d) An evaluation and discussion of the results and, where appropriate, conclusions				
7.	Storage The location where the study plan, samples of test and reference items, specimens, raw data and the final report are to be stored				

10.0	**Storage and Retention of Records and Materials**				
10.1	**The following should be retained in the archives for the period specified by the appropriate authorities:**				
	a) SP, raw data, samples of TI/RI, specimens, and final report of each study				
	b) Records of master schedules and all inspections performed by QAP				
	c) Records of qualifications, training, experience and job descriptions of personnel				
	d) Records and reports of the maintenance and calibration of apparatus				
	e) Validation documentation for computerised systems				
	f) Historical file of all SOP				
	g) Environmental monitoring records				
	In the absence of a required retention period, the final disposition of any study materials should be documented. When samples of test and reference items and specimens are disposed of before the expiry of the required retention period for any reason, this should be justified and documented. Samples of test and reference items and specimens should be retained only as long as the quality of the preparation permits evaluation				
10.2	**Material retained in the archives should be indexed so as to facilitate orderly storage and retrieval**				
10.3	**Only personnel authorised by management should have access to the archives. Movement of material in and out of the archives should be properly recorded**				

10.4	**If a TF or an archive contracting facility goes out of business and has no legal successor, the archive should be transferred to the archives of the sponsor(s) of the study(s)**				

APPENDIX 11

General Statement of Confirmation of GLP activities

Result of pre-inspection:

1. Confirmation of presence of GLP activities **YES** ☐ **NO** ☐

2. The activities are within Department of Standards Malaysia GLP CP **YES** ☐ **NO** ☐

Comments (if any):

Name of Inspector: Signature: Date:

Acknowledgement by test facility:

Name: Signature: Date:

Reviewed by GLP Manager

Result of review: *Satisfactory / Unsatisfactory

Comments:

Name: Signature: Date:

Authorised by Director of Accreditation

***Approved / Not Approved**

Comments:

Name: Signature: Date:

Note: * Delete whichever not applicable