EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Standard operating procedure

Title: Checking of mock-ups and specimens for new applications and extensions		
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Lead author	Approver	Effective date: 17-DEC-10
Name: Ana Sempere Ortega	Name: Noël Wathion	Review date: 17-DEC-13
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1. Purpose

The purpose of this document is to ensure a consistent and efficient approach to review the mock-ups and specimes for new applications and line extensions/annex II applications following the centralised procedure.

2. Scope

This SOP applies to the Human Medicines Development Evaluation Unit, the Patient Health Protection Unit and the Veterinary Medicines and Product Data Management Unit.

3. Responsibilities

It is the responsibility of each Head of Unit, Sector and Section to ensure that this procedure is adhered to within their own unit, sector or section. The responsibility for the execution of each step is identified under **9. Procedures.**

4. Changes since last revision

Updated to reflect the new organisational names in the Agency, the new corporate identity, the new electronic system for archive management, the new electronic submission of the dossier and the new SOP on core master files (SOP/PDM/1004).

Revision of the following steps:

- Step 1 (replacement of ‘application’ with ‘electronic copies’ and ‘paper copy’ with ‘electronic files’).

7 Westferry Circus • Canary Wharf • London E14 4HB • United Kingdom
Telephone +44 (0)20 7418 8400 **Facsimile** +44 (0)20 7418 8416
E-mail info@ema.europa.eu **Website** www.ema.europa.eu

- Step 1 (update of the DREAM path from 'Products/H/C/<product>12 Mock-ups and specimens/2 initial Application/Day 120 –PIQ' to '01. Evaluation of Medicine/H-C/<product>12 Mock-ups and specimens/2 initial Application/Day 1').
- Step 3.2 (change responsibility from 'PTL' to 'V-PD-BUS').
- Step 8 (change responsibility from 'V-PD-BUS/PTL' to 'PTL').
- Step 14 (change responsibility from 'MuS Team/QRD Secretariat' to 'MuS Team').
- Step 15: (change responsibility from 'applicant/MAH' to 'MuS Team').
- Step 19 (change responsibility from 'MuS Team/PTL' to 'MuS Team').

Revision of the following sections:

- 10. Records: inclusion of definition of record.

5. Documents needed for this SOP

Template 1: Mock-ups form

Template 2: Specimens fax to MAH

These templates can be found in X:\Templates\Others\H – Mock Ups & Specimens.

6. Related documents

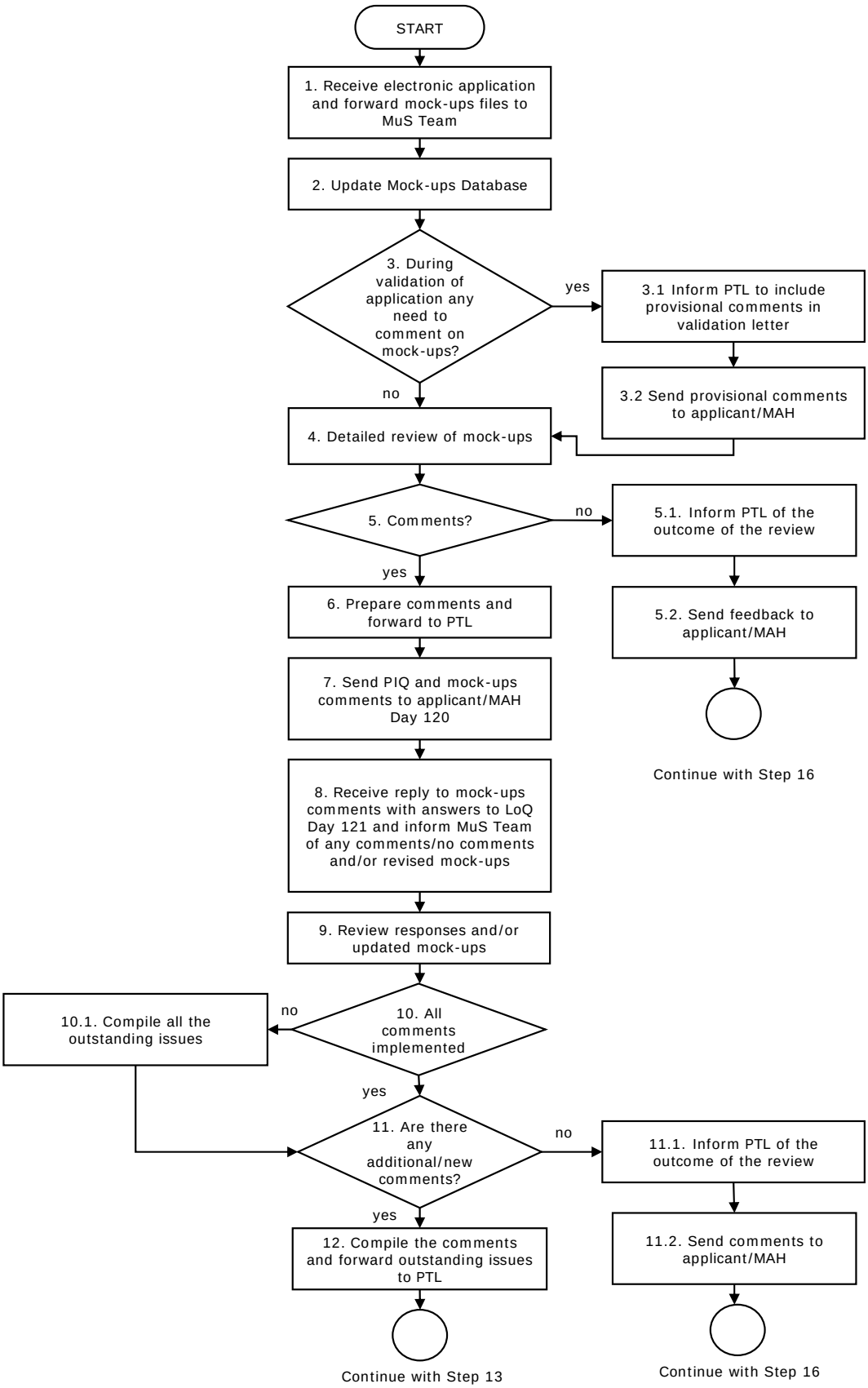
- The revised checking process of Mock-Ups and Specimens of outer/immediate labelling and package leaflets of human medicinal products in the Centralised Procedure (EMEA/305821/2006), see EMA website: http://www.ema.europa.eu/docs/en_GB/document_library/Regulatory_and_procedural_guideline/2009/10/WC500004891.pdf
- SOP/H/3004: Tasks of the product team leader on the handling of the initial Marketing Authorisation Application.
- SOP/PDM/1004: Core master files of medicinal products for human and veterinary use following the centralised procedure.
- European Medicines Agency Pre-Submission procedural advice for users of the centralised procedure (EMA/339324/2007), see EMA website: http://www.ema.europa.eu/docs/en_GB/document_library/Regulatory_and_procedural_guideline/2009/10/WC500004069.pdf
- Post-authorisation procedural advice: Human medicinal products, see EMA website: http://www.ema.europa.eu/docs/en_GB/document_library/Regulatory_and_procedural_guideline/2009/10/WC500003981.pdf

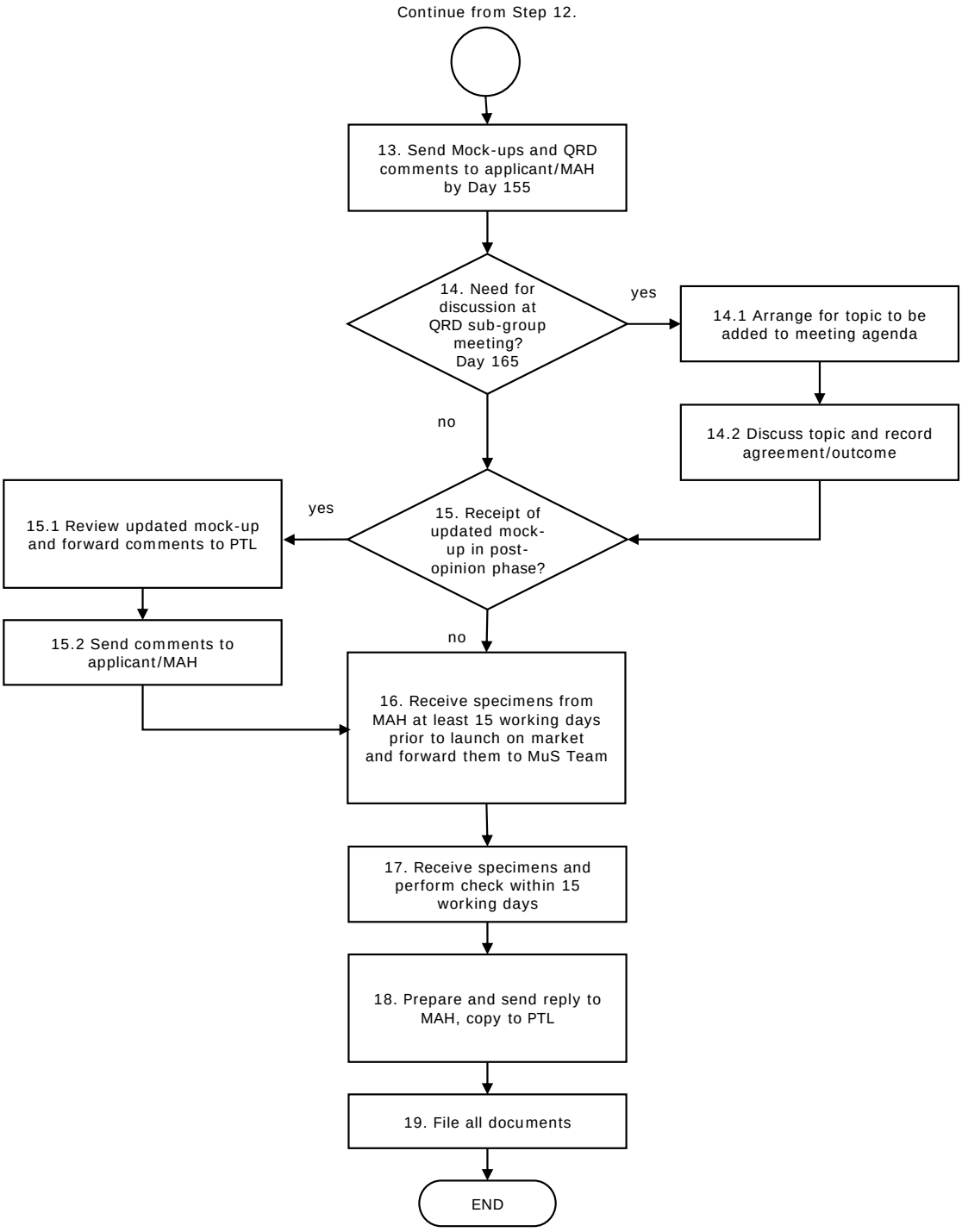
7. Definitions

V-PD-BUS:	Product and Application Business Support Section
DREAM:	Document Records Electronic Archive Management
PTL:	Product Team Leader
PTM:	Product Team Member

MAH:	Marketing Authorisation Holder
MuS Team:	Mock-ups and Specimens Staff within the Product Information Quality Section
PTM (RA):	Regulatory Affairs Administrator
PIQ:	Product Information Quality
EN:	English version
PI:	Product Information (SPC, Labelling and Package Leaflet)
LoQ:	List of Questions
QRD:	Quality Review Documents
c-MF:	Core Master File

8. Process map(s)/ flow chart(s)




Continue from Step 12.
13. Send Mock-ups and QRD comments to applicant/MAH by Day 155
14. Need for discussion at QRD sub-group meeting? Day 165
yes
14.1 Arrange for topic to be added to meeting agenda
14.2 Discuss topic and record agreement/outcome
no
15. Receipt of updated mock-up in post-opinion phase?
yes
15.1 Review updated mock-up and forward comments to PTL
15.2 Send comments to applicant/MAH
no
16. Receive specimens from MAH at least 15 working days prior to launch on market and forward them to MuS Team
17. Receive specimens and perform check within 15 working days
18. Prepare and send reply to MAH, copy to PTL
19. File all documents
END

9. Procedure

Step	Action	Responsibility
Validation (Day -10 to 0)		
1	Receive electronic application from applicant (initial applications)/MAH (line extensions/annex II applications): • Forward electonic files of mock-ups to the responsible person for Mock-ups and Specimens within the Product Information Quality Section (MuS Team). • Store the electronic version of mock-ups in the product folder in DREAM (01. Evaluation of Medicine/H-C/<product>12 Mock-ups and specimens/2 initial Application/Day 1).	V-PD-BUS
2	Receive electronic files of mock-ups and register the application in the Mock-ups and Specimens Database specifying the PIQ deadlines.	MuS Team
3	Comments on mock-ups during validation of application? If yes go to step 3.1. If no go to step 4.	PTM (RA)
3.1	Inform PTL to include provisional comments in the validation letter to be addressed to the applicant/MAH.	PTM (RA)
3.2	Send provisional comments to applicant/MAH. Go to Step 4.	V-PD-BUS
Check of mock-ups (Day 0-120)		
4	Perform a detailed review of mock-ups taking into consideration the product information (PI) and the PIQ comments, if available.	MuS Team
5	Comments raised during the review of the mock-ups? If no go to step 5.1. If yes go to step 6.	MuS Team
5.1	Inform PTL of outcome in order for the PTL to inform the applicant/MAH.	MuS Team
5.2	Send feedback to applicant/MAH. For the review of the specimens go to step 16.	PTL
6	Prepare comments on mock-ups and forward them to the PTL.	MuS Team
7	Send comments received on the mock-ups together with the PIQ comments on the EN PI to applicant/MAH by Day 120.	PTL
Check of mock-ups (Day 121-155)		
8	Forward responses and/or updated mock-ups from applicant/MAH to mock-ups comments provided with the answers to the List of Questions (LoQ) by Day 121 to MuS Team.	PTL
9	Review the responses and/or updated mock-ups from applicant/MAH, if applicable.	MuS Team
10	Have all the comments sent to applicant/MAH by Day 120 been implemented? If no go to Step 10.1. If yes go to Step 11.	MuS Team
10.1	Compile all the outstanding issues to be addressed by the applicant/MAH.	MuS Team

Step	Action	Responsibility
11	Are there any additional/new comments? If no go to Step 11.1. If yes go to Step 12.	MuS Team
11.1	Inform PTL of the review outcome in order to feedback the applicant/MAH. For the review of the specimens go to step 16.	MuS Team
11.2	Send feedback to applicant/MAH. For the review of the Specimens go to step 16.	PTL
12	Compile all the comments and forward any outstanding issues to PTL.	MuS Team
13	Send comments received on the mock-ups together with the QRD comments received on the EN PI to applicant/MAH by Day 155.	PTL
QRD Sub-group Meeting (Day 165)		
14	In case of a QRD sub-group meeting, the draft mock-ups could be discussed at Day 165. If yes go to Step 14.1. If no go to Step 15.	MuS Team
14.1	Arrange for topic to be added to the QRD sub-group meeting agenda.	MuS Team
14.2	Discuss topic with applicant/MAH and forward agreement/outcome to the PTL. Go to Step 15.	MuS Team
Post-Opinion Phase		
15	No further mock-ups are required after adoption of opinion but an additional review of mock-ups can be done in the post-opinion phase if requested by Applicant/MAH. Receive request from applicant/MAH. If review in post-opinion phase is requested go to Step 15.1. If review in post-opinion phase is not requested go to Step 16.	MuS Team
15.1	Review updated mock-ups and forward comments to PTL in order to feedback to the applicant/MAH.	MuS Team
15.2	Send comments received on the mock-ups to applicant/MAH.	PTL
Specimens		
16	Receive specimens from MAH (during post-opinion phase and at least 15 working days prior to launch of the product on the market) and forward them to MuS Team.	V-PD-BUS
17	Receive specimens from V-PD-BUS and perform check within 15 days.	MuS Team
18	Prepare reply regarding the specimens provided and send to Applicant/MAH, copy to PTL.	MuS Team
19	File all documents.	MuS Team

10. Records

When the specimens review is completed, the original signed fax with the specimens check comments is filed in the core master file (c-MF).

The following electronic documents are saved and declared as records as appropriate in the concerned product folder in DREAM:

- Evaluation day 0-120/List of questions/Mock-up check comments, if applicable.
- Evaluation day 121-210/Responses list of questions/Mock-up check comments, if applicable.
- Evaluation day 121-210/Opinion/Mock-up check comments, if applicable.

Paper copies of the mock-ups and the comments are not declared as records but are filed for internal use in the concerned product binder within MIS.