Application Form for Variation to a Manufacturer’s Authorisation

See the guidance document ‘Guide to New Applications and Variations to Manufacturer’s Authorisations’ for instructions on completing this form and details of the supporting documents required. This document is available on the ‘Publications and Forms’ section of [www.hpra.ie](http://www.hpra.ie).

|  |
| --- |
| Type of authorisation/licence requested to be varied  (*Tick as appropriate.*)  Manufacturer’s authorisation for medicinal products for human use  Manufacturer’s authorisation for medicinal products for veterinary use  Manufacturer’s authorisation for investigational medicinal products |
| Applicant Details *(\*This section is mandatory.)*  Authorisation/licence number:  Legally registered name of authorisation/licence holder:  Organisation Management Service ID (ORG ID):  Legally registered address of the authorisation/licence holder:  Company Registration Office number:  Organisation Management Service ID (ORG ID):  Organisation Management Service Location ID (LOC ID):  Address of manufacturing premises (if different from that of the holder):  Organisation Management Service Location ID (LOC ID):  Name, telephone number and email address of designated QP named on the authorisation:  Name and address of applicant to whom correspondence should be addressed:  Contact telephone:  Email address of contact: |

Proposed variation to the authorisation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| General information  (i) Minor corrections/typographical errors to authorisation (administrative change)  (ii) Change in the name of authorisation holder (administrative change)  (iii) Change in the legally registered address of the authorisation holder (administrative change)  (iv) Change in the main address of the manufacturing site (technical variation)  (v) Addition of new manufacturing site to authorisation (technical variation)  Brief background information related to proposed variations to general information:     |  |  | | --- | --- | | Present wording: | Proposed wording: | |  |  | |  |  | |
| Part 1 Manufacturing operations   * For Part 1 all additions are technical variations and all removals are administrative variations.   + Please indicate if the variation relates to an addition or removal.   + Provide details of each variation under the relevant section. * Please delete non-applicable sections as appropriate. * Note: where a category is selected which includes a provision for <free text> then enter the relevant descriptive text in the <free text> box.   Name and address of the site/s:  Organisation Management Service Location ID (LOC ID): |

|  |  |  |
| --- | --- | --- |
| 1.1 Sterile products |  |  |
| *1.1.1 Aseptically prepared (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.1.1.1  Large volume liquids |  |  |
| 1.1.1.2  Lyophilisates |  |  |
| 1.1.1.3  Semi-solids |  |  |
| 1.1.1.4  Small volume liquids |  |  |
| 1.1.1.5  Solids and implants |  |  |
| 1.1.1.6  Other aseptically prepared products <free text> |  |  |
| *1.1.2 Terminally sterilised (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.1.2.1  Large volume liquids |  |  |
| 1.1.2.2  Semi-solids |  |  |
| 1.1.2.3  Small volume liquids |  |  |
| 1.1.2.4  Solids and implants |  |  |
| 1.1.2.5  Other terminally sterilised prepared products <free text> |  |  |
| *1.1.3*  *Batch certification* | **Addition** | **Removal** |
| 1.2 Non-sterile products |  |  |
| *1.2.1 Non-sterile products (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.2.1.1  Capsules, hard shell |  |  |
| 1.2.1.2  Capsules, soft shell |  |  |
| 1.2.1.3  Chewing gums |  |  |
| 1.2.1.4  Impregnated matrices |  |  |
| 1.2.1.5  Liquids for external use |  |  |
| 1.2.1.6  Liquids for internal use |  |  |
| 1.2.1.7  Medicinal gases |  |  |
| 1.2.1.8  Other solid dosage forms |  |  |
| 1.2.1.9  Pressurised preparations |  |  |
| 1.2.1.10  Radionuclide generators |  |  |
| 1.2.1.11  Semi-solids |  |  |
| 1.2.1.12  Suppositories |  |  |
| 1.2.1.13  Tablets |  |  |
| 1.2.1.14  Transdermal patches |  |  |
| 1.2.1.15  Intraruminal devices |  |  |
| 1.2.1.16  Veterinary premixes |  |  |
| 1.2.1.17  Other non-sterile medicinal products <free text> |  |  |
| *1.2.2*  *Batch certification* | **Addition** | **Removal** |
| 1.3 Biological medicinal products |  |  |
| *1.3.1 Biological Medicinal Products (list of product types)* | **Addition** | **Removal** |
| 1.3.1.1  Blood products |  |  |
| 1.3.1.2  Immunological products |  |  |
| 1.3.1.3  Cell therapy products |  |  |
| 1.3.1.4  Gene therapy products |  |  |
| 1.3.1.5  Biotechnology products  Please specify which of the following activities 1.3.1.5 relates  to:  Cell culture mammalian  Cell culture bacterial  Fermentation  Isolation/purification  Low bioburden bulk intermediate  Final dosage form |  |  |
| 1.3.1.6  Human or animal extracted products |  |  |
| 1.3.1.7  Tissue engineered products |  |  |
| 1.3.1.8  Other biological medicinal products <free text> |  |  |
| *1.3.2*  *Batch certification (list of product types)* |  |  |
|  | **Addition** | **Removal** |
| 1.3.2.1  Blood products |  |  |
| 1.3.2.2  Immunological products |  |  |
| 1.3.2.3  Cell therapy products |  |  |
| 1.3.2.4  Gene therapy products |  |  |
| 1.3.2.5  Biotechnology products |  |  |
| 1.3.2.6  Human or animal extracted products |  |  |
| 1.3.2.7  Tissue engineered products |  |  |
| 1.3.2.8  Other biological medicinal products <free text> |  |  |
| 1.4 Other products or manufacturing activity |  |  |
| *1.4.1 Manufacture of:* | **Addition** | **Removal** |
| 1.4.1.1  Herbal products |  |  |
| 1.4.1.2  Homoeopathic products |  |  |
| 1.4.1.3  Other <free text> |  |  |
| *1.4.2 Sterilisation of active substances/excipients/ finished product* | **Addition** | **Removal** |
| 1.4.2.1  Filtration |  |  |
| 1.4.2.2  Dry heat |  |  |
| 1.4.2.3  Moist heat |  |  |
| 1.4.2.4  Chemical |  |  |
| 1.4.2.5  Gamma irradiation |  |  |
| 1.4.2.6  Electron beam |  |  |
| *1.4.3*  *Other* <free text> |  |  |
| 1.5 Packaging |  |  |
| *1.5.1 Primary packing* | **Addition** | **Removal** |
| 1.5.1.1  Capsules, hard shell |  |  |
| 1.5.1.2  Capsules, soft shell |  |  |
| 1.5.1.3  Chewing gums |  |  |
| 1.5.1.4  Impregnated matrices |  |  |
| 1.5.1.5  Liquids for external use |  |  |
| 1.5.1.6  Liquids for internal use |  |  |
| 1.5.1.7  Medicinal gases |  |  |
| 1.5.1.8  Other solid dosage forms |  |  |
| 1.5.1.9  Pressurised preparations |  |  |
| 1.5.1.10  Radionuclide generators |  |  |
| 1.5.1.11  Semi-solids |  |  |
| 1.5.1.12  Suppositories |  |  |
| 1.5.1.13  Tablets |  |  |
| 1.5.1.14  Transdermal patches |  |  |
| 1.5.1.15  Intraruminal devices |  |  |
| 1.5.1.16  Veterinary premixes |  |  |
| 1.5.1.17  Other non-sterile medicinal products <free text> |  |  |
|  | **Addition** | **Removal** |
| *1.5.2*  *Secondary packing* |  |  |
| 1.6 Quality control testing | **Addition** | **Removal** |
| *1.6.1*  *Microbiological: sterility* |  |  |
| *1.6.2*  *Microbiological: non-sterility* |  |  |
| *1.6.3*  *Chemical/Physical* |  |  |
| *1.6.4*  *Biological* |  |  |

Part 2 Importation of medicinal products

**General notes:**

* For Part 2, all additions are technical variations and all removals are administrative variations.
* Please remove non-applicable sections as appropriate.

|  |  |  |
| --- | --- | --- |
| 2.1 Quality control testing of imported medicinal products | **Addition** | **Removal** |
| *2.1.1*  *Microbiological : sterility* |  |  |
| *2.1.2*  *Microbiological : non-sterility* |  |  |
| *2.1.3*  *Chemical/Physical* |  |  |
| *2.1.4*  *Biological* |  |  |
| 2.2Batch certification of imported medicinal products | **Addition** | **Removal** |
| *2.2.1*  *Sterile Products* |  |  |
| 2.2.1.1  Aseptically prepared |  |  |
| 2.2.1.2  Terminally sterilised |  |  |
| *2.2.2*  *Non-sterile Products* | **Addition** | **Removal** |
| 2.2.3 Biological medicinal products | **Addition** | **Removal** |
| 2.2.3.1  Blood products |  |  |
| 2.2.3.2  Immunological products |  |  |
| 2.2.3.3  Cell therapy products |  |  |
| 2.2.3.4  Gene therapy products |  |  |
| 2.2.3.5  Biotechnology products |  |  |
| 2.2.3.6  Human or animal extracted products |  |  |
| 2.2.3.7  Tissue engineered products |  |  |
| 2.2.3.8  Other biological medicinal products <free text> |  |  |
| 2.3 Other importation activities (any other relevant importation activity not covered above) | **Addition** | **Removal** |
| *2.3.1*  *Site of physical importation* |  |  |
| *2.3.2*  *Importation of intermediate which undergoes further processing* |  |  |
| *2.3.3*  *Biological Active Substance* |  |  |
| *2.3.4*  *Other <free text>* |  |  |

ANNEX 3 CONTRACT MANUFACTURER(S)

List each removal and change to name/address of existing contract manufacturers in the table below.

Deletion of a contract manufacturer (administrative variation)

Change in the name of a contract manufacturing site (administrative variation)

Change in the address of a contract manufacturing site (technical variation)

|  |  |
| --- | --- |
| **Present Wording** | **Proposed Wording** |
|  |  |

Please complete a separate Annex 3 for each additional contract manufacturer.

Addition of contract manufacturing site (technical variation)

Addition of production activities at an approved contract manufacturing site (technical variation)

Deletion of operations carried out at a contract manufacturing site (administrative variation)

|  |  |
| --- | --- |
| Name and address of the contract manufacturing site |  |
| Organisation Management Service ID (ORG ID) |  |
| Organisation Management Service Location ID (LOC ID) |  |
| Located within the EEA? | Yes  No *(If no, add details relating to each medicinal product imported from outside the EEA in Annex 8.)* |
| Authorisation number (for sites located in the EEA) |  |
| Date of last EEA inspection |  |
| Located within the USA? | Yes  No |
| Date of last FDA inspection |  |
| FDA establishment identification (FEI) number |  |

Please check the relevant items and delete any checkbox items below which are not applicable.

|  |  |  |
| --- | --- | --- |
| 1.1 Sterile products |  |  |
| *1.1.1 Aseptically prepared (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.1.1.1  Large volume liquids |  |  |
| 1.1.1.2  Lyophilisates |  |  |
| 1.1.1.3  Semi-solids |  |  |
| 1.1.1.4  Small volume liquids |  |  |
| 1.1.1.5  Solids and implants |  |  |
| 1.1.1.6  Other aseptically prepared products <free text> |  |  |
| *1.1.2 Terminally sterilised (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.1.2.1  Large volume liquids |  |  |
| 1.1.2.2  Semi-solids |  |  |
| 1.1.2.3  Small volume liquids |  |  |
| 1.1.2.4  Solids and implants |  |  |
| 1.1.2.5  Other terminally sterilised prepared products <free text> |  |  |
| 1.2 Non-sterile products |  |  |
| *1.2.1 Non-sterile products (processing operations for the following dosage forms)* | **Addition** | **Removal** |
| 1.2.1.1  Capsules, hard shell |  |  |
| 1.2.1.2  Capsules, soft shell |  |  |
| 1.2.1.3  Chewing gums |  |  |
| 1.2.1.4  Impregnated matrices |  |  |
| 1.2.1.5  Liquids for external use |  |  |
| 1.2.1.6  Liquids for internal use |  |  |
| 1.2.1.7  Medicinal gases |  |  |
| 1.2.1.8  Other solid dosage forms |  |  |
| 1.2.1.9  Pressurised preparations |  |  |
| 1.2.1.10  Radionuclide generators |  |  |
| 1.2.1.11  Semi-solids |  |  |
| 1.2.1.12  Suppositories |  |  |
| 1.2.1.13  Tablets |  |  |
| 1.2.1.14  Transdermal patches |  |  |
| 1.2.1.15  Intraruminal devices |  |  |
| 1.2.1.16  Veterinary premixes |  |  |
| 1.2.1.17  Other non-sterile medicinal products <free text> |  |  |
| 1.3 Biological medicinal products |  |  |
| *1.3.1 Biological Medicinal Products (list of product types)* | **Addition** | **Removal** |
| 1.3.1.1  Blood products |  |  |
| 1.3.1.2  Immunological products |  |  |
| 1.3.1.3  Cell therapy products |  |  |
| 1.3.1.4  Gene therapy products |  |  |
| 1.3.1.5  Biotechnology products  Please specify which of the following activities 1.3.1.5 relates to:  Cell culture mammalian  Cell culture bacterial  Fermentation  Isolation/purification  Low bioburden bulk intermediate  Final dosage form |  |  |
| 1.3.1.6  Human or animal extracted products |  |  |
| 1.3.1.7  Tissue engineered products |  |  |
| 1.3.1.8  Other biological medicinal products <free text> |  |  |
| 1.4 Other products or manufacturing activity |  |  |
| *1.4.1 Manufacture of:* | **Addition** | **Removal** |
| 1.4.1.1  Herbal products |  |  |
| 1.4.1.2  Homoeopathic products |  |  |
| 1.4.1.3  Other <free text> |  |  |
| *1.4.2 Sterilisation of active substances/excipients/ finished product* | **Addition** | **Removal** |
| 1.4.2.1  Filtration |  |  |
| 1.4.2.2  Dry heat |  |  |
| 1.4.2.3  Moist heat |  |  |
| 1.4.2.4  Chemical |  |  |
| 1.4.2.5  Gamma irradiation |  |  |
| 1.4.2.6  Electron beam |  |  |
| *1.4.3*  *Other* <free text>  Storage  Storage/site of physical importation |  |  |
| 1.5 Packaging |  |  |
| *1.5.1 Primary packing* | **Addition** | **Removal** |
| 1.5.1.1  Capsules, hard shell |  |  |
| 1.5.1.2  Capsules, soft shell |  |  |
| 1.5.1.3  Chewing gums |  |  |
| 1.5.1.4  Impregnated matrices |  |  |
| 1.5.1.5  Liquids for external use |  |  |
| 1.5.1.6  Liquids for internal use |  |  |
| 1.5.1.7  Medicinal gases |  |  |
| 1.5.1.8  Other solid dosage forms |  |  |
| 1.5.1.9  Pressurised preparations |  |  |
| 1.5.1.10  Radionuclide generators |  |  |
| 1.5.1.11  Semi-solids |  |  |
| 1.5.1.12  Suppositories |  |  |
| 1.5.1.13  Tablets |  |  |
| 1.5.1.14  Transdermal patches |  |  |
| 1.5.1.15  Intraruminal devices |  |  |
| 1.5.1.16  Veterinary premixes |  |  |
| 1.5.1.17  Other non-sterile medicinal products <free text> |  |  |
|  | **Addition** | **Removal** |
| *1.5.2*  *Secondary packing* |  |  |
| 1.6 Quality control testing | **Addition** | **Removal** |
| *1.6.1*  *Microbiological: sterility* |  |  |
| *1.6.2*  *Microbiological: non-sterility* |  |  |
| *1.6.3*  *Chemical/Physical* |  |  |
| *1.6.4*  *Biological*  *Stability (additionally identify category of testing above, refer to guidance)* |  |  |

ANNEX 4 CONTRACT laboratory

List each removal and change to name/address of existing contract laboratories in the table below.

Deletion of a contract laboratory (administrative variation)

Change in the name of a contract laboratory (administrative variation)

Change in the address of a contract manufacturing site (technical variation)

|  |  |
| --- | --- |
| **Present Wording** | **Proposed Wording** |
|  |  |

Please complete a separate Annex 4 for each additional contract laboratory.

Addition of a new contract laboratory (technical variation)

Addition of activities at an approved contract laboratory (technical variation)

Deletion of testing activities carried out at a contract laboratory (administrative variation)

|  |  |  |
| --- | --- | --- |
| Name of contract laboratory |  | |
| Address of contract laboratory |  | |
| Organisation Management Service ID (ORG ID) |  | |
| Organisation Management Service Location ID (LOC ID) |  | |
| Tick relevant testing operations below: | **Addition** | **Removal** |
| Microbiological: sterility |  |  |
| Microbiological: non sterility |  |  |
| Chemical/physical |  |  |
| Biological |  |  |
| Stability (additionally identify category of testing above, refer to guidance) |  |  |
| Located within the EEA? | Yes  No | |
| Authorisation number (where applicable) |  | |
| Date of last EEA inspection (as per date referenced on last GMP certificate issued for the site) |  | |
| Located within the United States? | Yes  No | |
| Date of last FDA inspection |  | |
| FDA establishment identification (FEI) number |  | |

ANNEX 5 qualified person(s)

Please submit a curriculum vitae, copy of QP qualification and training records for the following personnel proposed for addition(s):

Addition of Qualified Person (technical variation)

**Qualified Person(s)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | Qualifications | Email address | Comments/Restrictions | For internal use only  HPRA variation reference |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Removal of Qualified Person (administrative variation)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | Last name | Qualifications | For internal use only  HPRA variation reference |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Update to qualifications for Qualified Person (technical variation)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | Current Qualifications | | Updated Qualifications | | For internal use only  HPRA variation reference |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |

**ANNEX 6 PERSONNEL FOR PRODUCTION OPERATIONS AND QUALITY CONTROL**

Please provide a Curriculum Vitae and training records for the following personnel:

* + Person(s) responsible for production operations
  + Person(s) responsible for quality control

Addition of a person responsible for production (technical variation)

Addition of a person responsible for quality control (technical variation)

Name(s) of production personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | Last name | Qualifications | For internal use only  HPRA variation reference |
|  |  |  |  |  |
|  |  |  |  |  |

Name(s) of quality control personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | Last name | Qualifications | For internal use only  HPRA variation reference |
|  |  |  |  |  |
|  |  |  |  |  |

Removal of person responsible for production (administrative variation)

Removal of person responsible for quality control (administrative variation)

Name(s) of production personnel

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | | Qualifications | | For internal use only  HPRA variation reference |
|  |  | |  | |  |  |
|  |  | |  | |  |  |

Name(s) of quality control personnel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | | Qualifications | For internal use only  HPRA variation reference |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Annex 7 not used by the HPRA**

If completed, this information will not appear on the authorisation.

Annex 8 importation of products which are contract manufactured at a site outside the EEA

Please complete a separate Annex 8 for each relevant manufacturer.

Addition of imported products resulting from a new contract manufacturer

Addition of a new product type and/or dosage form to the list of imported products for a contract manufacturer which is already approved on the authorisation (technical variation), e.g. tablets already listed but sterile small volume liquids to be added

Addition to the list of imported products where manufacturer is already approved on authorisation for manufacture of the same dosage form (administrative variation), e.g. addition of another tablet product sourced from a contract manufacturer which has already been authorised for supply of tablets

Deletion of an imported product (administrative variation)

Enter the name and address below of the contract manufacturer as already completed in Annex 3.

Name and address of the contract manufacturing site:

Organisation Management Service ID (ORG ID):

Organisation Management Service Location ID (LOC ID):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product type:** | | **Dosage form:** | | | **Addition** | **Deletion** |
| **Details of imported product** | | | | |
|  | | | **Activities by MIA holder** | |
| Product description | Strength | Active ingredient | Batch certification | Site of physical importation |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please add rows as necessary to the table above to cover all relevant products manufactured at this site.

|  |
| --- |
| background  Please give a brief background explanation for the proposed changes to your authorisation/licence and attach additional supporting data as detailed in HPRA ‘Guide to New Applications and Variations to Manufacturer’s Authorisations’, and as indicated throughout application form. |
| fees  An application fee must be submitted with each request for variation to an authorisation/ licence. Please refer to the ‘Guide to Fees for Human Products’ Section 3/‘Guide to Fees (Veterinary)’ Section 2 on the ‘Publications and Forms’ section of [www.hpra.ie](http://www.hpra.ie).  Complete and submit only the relevant section of the fee application form. |
| declaration  I hereby make application for the above authorisation/licence to be varied in accordance with the proposals given above, and certify that the changes will not adversely affect the quality, efficacy or safety of any medicinal product tested. I declare that amended documents have been supplied and that the supporting information is correct. I declare that all changes have been identified and that there are no other changes in the amended documentation.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**  **Print name:**       **Title/position:** |

Send to:

Email: [compliance@hpra.ie](mailto:compliance@hpra.ie)

Compliance Department

Health Products Regulatory Authority

Earlsfort Centre

Earlsfort Terrace

Dublin 2

D02 XP77

Tel: + 353 1 676 4971

Fax: + 353 1 676 7836

Please do not submit applications more than once.