

Site Quality Self-Assessment

based on

Rx-360 Supplier Assessment Questionnaire Module 2, Site Specific Information

Relevant for

Sigma-Aldrich Co. Ltd. Second Avenue, Heatherhouse Industrial Estate, Irvine KA12 8NB, United Kingdom An affiliate of Merck KGaA, Darmstadt, Germany

The site self-assessment covers our quality management system for the following regulated applications: - Manufacturing of cell culture related critical raw materials



Merck KGaA, Darmstadt, Germany is an active member of the Rx 360 Consortium.

As a trusted partner of our customers, we deliver quality - always.

Merck KGaA Corporation with General Partners Frankfurter Str. 250 64293 Darmstadt, Germany The life science business of Merck KGaA, Darmstadt, Germany operates as MilliporeSigma in the U.S. and Canada.

Site Self-Assessment Irvine version 1.5



Information

This document is based on the Rx-360 Consortium's Supplier Assessment Questionnaire template, Module 2. The contents of this questionnaire are built on the Rx-360 questionnaire version 2.0 intact with no question added or deleted.

Rx-360's CEO/COO gave permission to Life Science to use the Rx-360 logo.



Merck KGaA, Darmstadt, Germany is an active member of the Rx 360 Consortium.

Merck KGaA Corporation with General Partners Frankfurter Str. 250 64293 Darmstadt, Germany The life science business of Merck KGaA, Darmstadt, Germany operates as MilliporeSigma in the U.S. and Canada.

Site Self-Assessment Irvine version 1.5

Rx-360 Supplier Assessment Questionnaire : Site-Specific Information

Please check here if additional documents are attached.

	SECTION 1. General Site Information				
1.1	Site or Facility-Specific Name:				
	Sigma-Aldrich, Irvine Facility				
	Sigma-Aldrich Co. Ltd. is an affiliate of Merck KGaA, Darmstadt, Germany				
1.2	Address:				
	Second Avenue, Heatherhouse Industrial Estate, Irvine, KA12 8NB, United Kingdom				
	GPS Coordinates:				
	Latitude: 55.605422 / Longitude: -4.669106				
1.3	Phone:				
1.5	Please contact your local Sales representative				
1.4	Email:				
	Please contact your local Sales representative				
1.5	Fax:				
	Please contact your local Sales representative				
1.6	Website:				
1.0	website. www.sigmaaldrich.com				

	SECTION 2. General Site Operating Information					
2.1	What year did the site start operating? Sigma has manufactured at the Irvine site since 1993					
2.2	What is the primary activity of the site? (e.g. manufacturing, distribution, etc.) The manufacture of cell culture related critical raw materials					
2.3	To which, if any, subdivision of the parent company does the site belong?					
	Merck KGaA, Darmstadt, Germany					

SECTION 2. General Site Operating Information					
2.4	Size of site (in sq. ft. or m.): 11840 m2				
2.5	 Please list or attach the normal hours/schedule of the facilities, including shutdown dates (if applicable): Office hours 08:30 - 16:30 with annual shutdown period in December Production is 24/7 with the exception of bi-annual shut-downs periods (July and December) 				
2.6	Total number of employees on site: 342				
2.7	Total number of employees in Quality: 57				
2.8	Total number of employees in Manufacturing: 132				
2.9	What quality management system is utilized on site? ISO 9001 ISO 13485 21 CFR Part 210/211 21 CFR Part 820 European GMP, Eudralex Volume 4 Part I European GMP, Eudralex Volume 4 Part II ICH Q7 HACCP ISO 22000 Ø Other Please describe: We apply IPEC PQG GMP for Cell Culture Media with M-Clarity level MQ500. For Cell Culture Media with M-Clarity MQ200 to MQ400 we apply ISO 9001 QMS Standards only For sterile filtered liquid media we apply appropriate elements of European GMP, Eudralex Annex 1(Manufacture of Sterile Medicinal Products) with the exception of sections 4.13 and 9.41. Which Regulatory Initiatives does the site follow/comply with? REACH RoHs Ca Prop. 65				

	SECTION 2. General Site Operating Information					
	WEEE					
2.10	Does the company/site have an export license?YesNoN/A					
2.11	Is the site registered with any government regulatory agency (FDA registration, GMP certification, etc.)? Yes No N/A If yes, please specify.					
2.12	By whom is the site inspected (regulatory or third party) and list inspections within the last three years: DQS Inspections are conducted on site every 5 years through a matrix approach for ISO 9001:2015 registration. We are aligning with a third-party certifier to get our certification for IPEC GMP for cell culture media. We will notify our customers when a certification for CCM is available.					
2.13	How often, as an annual average, is the site audited by customers or third parties? Average 22 audits per year.					
2.14	Has an Rx-360 audit been performed at this site? Xes No Please also state the date of the audit if applicable. March 2022 <u>http://rx-360.org/audit-programs/</u>					
2.15	Are you willing to have Rx-360 conduct an audit on behalf of your customers according to the Rx-360 audit programs on your site?					
2.16	Are you willing to have your customers conduct audits on your site?					
2.17	Please list regulatory sanctions impacting the site within the last five years (i.e. warning letters, CEP suspension, import alerts, etc.): None					
2.18	Does the site outsource any quality-related activity?					
	$\bigvee Yes \qquad \square No \qquad \square N/A$					
	If answering yes, please specify the activities: Some QC testing is sub-contracted to approved testing laboratories					
2.19	Please check the supplier controls in place for this facility:					

SECTION 2. General Site Operating Information						
2.19a	Quality Agreements with Suppliers	Xes Yes	🗌 No	N/A		
2.19b	Subcontractor Qualification/Audit Program	🛛 Yes	🗌 No	N/A		
2.19c	Periodic Review of Supplier Performance	X Yes	🗌 No	N/A		
2.19d	Supplier Feedback Program	🔀 Yes	🗌 No	N/A		
2.19e	Approved Material Supplier List	Xes Yes	🗌 No	N/A		
2.19f	Approved Service Supplier List	🛛 Yes	🗌 No	N/A		
Additional comments:						

SECTION 3. Objectionable Materials on Site							
3.1	Does the site or production plant produce, process or store any of the following:	Yes	No	Not Applicable			
3.1a	Beta-Lactam Antibiotics		\boxtimes				
3.1b	Steroids and/or hormones						
3.1c	High potency compounds		\boxtimes				
3.1d	Materials of animal origin/Biologics		\boxtimes				
3.1e	Live virus or micro-organism	\square					
3.1f	Allergens		\boxtimes				
3.1g	Genetically Modified Organisms (GMO)		\boxtimes				
3.1h	Agrochemicals (Pesticides, Herbicides, Fungicides, etc.)		\boxtimes				
3.1i Other (Please specify): Cell lines are stored in the QC laboratory only, for use as positive controls. No live virsuses are produced, processed or stored anywhere on site.							
	SECTION 4. Cross Contami	nation C	ontrol				
4.1	Are any of the following cross- contamination controls in place?	Yes	No	Not Applicable			
4.1a	Dedicated Facilities						

4.1b	Access Controls				
4.1c	Dedicated Personnel	\square			
4.1d	Dedicated Gowning	\square			
4.1e	Procedural Controls	\square			
4.1f	Other (please specify):				
Additional Comments:					

	SECTION 5. Site Operating P	olicies					
5.1 Does the site utilize the following written policies, programs, or procedures?							
Site Sp	ecific:	Yes	No	Not Applicable			
5.1a	Environmental, Health, and Safety	\square					
5.1b	Facility Environmental Control Policy	\square					
5.1c	General Facility Cleaning Procedures	\boxtimes					
5.1d	Hygiene and Sterilization Procedures	\square					
5.1e	Validated Equipment Cleaning Procedures	\square					
5.1f	Preventative Maintenance Program/Procedures						
5.1g	Pest Control Program						
5.1h	Master Production Procedure						
Quality	/:	-					
5.1i	Quality Control/Quality Management Policy						
5.1j	Quality Manual						
5.1k	Periodic Product Quality Review						
5.11	Master Validation Plan						
5.1m	Risk Assessment Program						
5.1n	Supplier Approval Procedure						
5.10	Monitoring and Review of Approved Suppliers						
5.1p	Mechanism to Reduce Testing						
5.1q	Receiving Incoming Inspection						
5.1r	Change Control Procedures						
5.1s	Document Management Policy						
5.1t	Document Retention Policy						
5.1u	Change Notification Procedures for Clients						
5.1v	Control of Nonconforming Material						
5.1w	Deviation/Investigation Procedure						
5.1x	Out of Specification Policy and Procedure						
5.1y	Sampling Procedure/Sampling Plan						
5.1z	Raw Material Retention Program						
5.1aa	CAPA Procedure						
5.1bb	Label Control and Accountability						
5.1cc	Product Release Procedure						

5.1dd	Employee Training Program			
5.1ee	Stability, Expiration, and Shelf-Life Program			
5.1ff	Product Retention Program	\boxtimes		
5.1gg	Recall Procedure	\boxtimes		
5.1hh	Customer Complaint Handling	\square		
5.1ii	Equipment validation/qualification procedure	\boxtimes		
	SECTION 5. Site Operating P	olicies		
		Yes	No	Not Applicable
5.1jj	Internal audit/self-inspection program procedure	\boxtimes		
5.1kk	Site Security/Site Access Control Policies			
5.111	New Hire Program/Induction Program			
Business	Continuity/Contingency Plan:			
5.1mm	Disaster Recovery Plan	\square		
5.1nn	Pandemic Preparedness Plan	\square		
5.100	Supply Chain Emergency Preparedness Plan			
5.1pp	Business Continuity/Contingency Plan	\square		
5.1qq	Can the company provide a plan upon request? C below: This can be provided upon request.)R provide	a short c	lescription

	SECTION 6. Quality Assurance and Production					
		Yes	No	Not Applicable		
6.1	Does the site have an independent and defined Quality Assurance/Quality Management Division?	\square				
6.2	Does QA/QM have authority over the following:					
6.2a	Policies and procedures?	\square				
6.2b	Review of documentation for release?	\square				
6.2c	Release or rejection of incoming materials?	\square				
6.3	Does QA/QM investigate and resolve quality complaints?	\square				
6.4	Does QA/QM investigate and resolve internal deviations?	\square				
6.5	Does the QA/QM have the authority to assign a disposition to materials?	\square				
6.6	Does the QA/QM review manufacturing and testing records prior to release?	\square				
6.7	Does the facility utilize computerized systems for managing GxP activities or data?	\square				

	SECTION 6. Quality Assurance and Production						
		Yes	No	Not Applicable			
6.8	Are relevant computerized systems 21 CFR part 11 and EU GMP annex 11 compliant?						
6.9	Does the site use statistical methods for consistency and uniformity?	\boxtimes					
6.10	Does the site use controlled documents for following and recording manufacturing instructions?	\boxtimes					
6.11	Does the company qualify and/or validate manufacturing procedures?	\boxtimes					
6.12	Is any environmental monitoring conducted in production/finishing areas?	\square					
6.13	Does the site supply BSE/TSE declarations?	\square					
6.14	Does the site supply a declaration of Elemental Impurities?			\boxtimes			
6.15	Are ICH Q3C(R4) solvents used in the manufacturing process of supplied materials?	\square					
6.16	Are stability studies carried out according to ICH guidance?		\square				
6.17	Are solvents and mother liquor reused/recycled?		\square				
6.18	Does the site have a process water treatment system?	\square					
	 City/potable water Distilled water Dionized water Water for injection (WFI) Reverse Osmosis Clean steam Ultra-filtrated water (purified water) Other: 						
6.19	Does the plant have a batch/lot system?	\square					
6.19a	Is the system traceable?	\square					
6.19b	Is it unique?	\boxtimes					
6.19c	Is batch/lot manufacturing continuous?		\boxtimes				
6.19d	Is manufacturing batch by batch?	\boxtimes					
6.20	Does the site perform on-plant audits prior to approving critical GxP suppliers?	\boxtimes					
6.21	Does the site audit critical GxP suppliers after initial approval?	\square					
6.22	Does the site inspect incoming materials?	\square					
6.23	Does the site test incoming materials to defined specifications?						

SECTION 6. Quality Assurance and Production					
		Yes	No	Not Applicable	
6.24	Does the site establish purchase specifications for raw materials?	\square			
6.25	Is the equipment multi-use?	\square			
6.26	Does the site qualify equipment installation?	\boxtimes			
6.27	Does the site qualify equipment operation?	\boxtimes			
6.28	Does the site qualify equipment performance?	\boxtimes			
6.29	Are production critical use instruments calibrated regularly?	\boxtimes			
6.30	Is rework allowed?	\boxtimes			
6.31	Is reprocessing allowed?	\boxtimes			
6.32	Are manufacturing and packaging activities traceable to the equipment, areas, and materials used?	\square			
6.33	Are production materials handled and stored in a manner to prevent degradation, contamination and cross-contamination?	\square			
6.34 If answering 'not applicable' for any of the above, please elaborate: 6.14 6.15, 6.16: These items are not required for cell culture media.					
Additional Comments: 6.17 some use of solvents is minimal and consumed within the production process					

6.25 there is dedicated equipment for the DMSO product line and stains

6.30 Rework is permitted following set criteria from SOP. Customer approval is required for custom product.

SECTION 7. Laboratory Procedures		□ N/A for this Site		
		Yes	No	Not Applicable
7.1	Does the site have standard procedures for sample handling/tracking?	\boxtimes		
7.1a	Does the site have standard procedures for retaining samples?	\boxtimes		
7.1b	Does the site have standard procedures for re- testing samples?	\boxtimes		
7.2	Does the site have written and approved specifications and test methods?	\boxtimes		
7.3	Are laboratory instruments calibrated regularly?	\boxtimes		
7.4	Is there a standard procedure in place for analytical method development?	\boxtimes		
7.5	Does the site qualify and/or validate analytical test procedures?	\boxtimes		
7.6	Does the site perform stability testing on materials and/or products?	\square		

SECTION 7. Laboratory Procedures		[□ N/A for this Site		
		Yes	No	Not Applicable	
7.7	Are retention samples of key raw materials maintained?	\boxtimes			
7.8	Are standards traceable to their preparation and reagents used?	\boxtimes			
7.9	Are retention samples of finished product maintained?	\boxtimes			
7.10	Are shelf life/retest/expiration dates available and standardized?	\boxtimes			
7.11	Does the company provide a certificate of analysis (CoA) and/or a Certificate of Conformation/Compliance (CoC) for each lot or batch?	\boxtimes			
7.12	Does the CoA/CoC contain the manufacture name and location?	\boxtimes			
7.13	Does the CoA/CoC signed/e-signed by a Quality representative?	\boxtimes			
7.14	If a repacker performs analyses, will the CoA reflect both the original manufacturing site data as well as the repacking site data?			\boxtimes	
7.15	If answering 'not applicable' for any of the above, please elaborate: 7.14 Powder may be packed down at different Sigma Aldrich manufacturing sites but a new Certificate is not required as this is provided from the releasing site.				
7.16	Additional Comments: 7.1a Testing samples are no 7.10 There are a minimal number of Sigma, Irvine carry an expiration date.			that do not	

SECTION 8. Packaging, Storage, and Transpo			oort 🛛 N/A for this Site		
		Yes	No	Not Applicable	
8.1	Does the site have a validated or qualified labeling system?	\boxtimes			
8.2	Are batch production records retained and available?	\boxtimes			
8.3	Are packaging and labeling areas separate from production?	\boxtimes			
8.4	Are barcode readers in use and challenged regularly?	\boxtimes			
8.5	Are vision systems in use?		\square		
8.6	Is product ever packaged without a label being initially applied (i.e. bright stocking)?		\boxtimes		
8.7	Do labels include shelf life/expiration dates?				

SECTION 8. Packaging, Storage, and Transport		sport	□ N/A for this Site	
		Yes	No	Not Applicable
8.8	Do labels include lot/batch number?	\square		
8.9	Do labels include requirements for storage conditions?	\boxtimes		
8.10	Is tamper evident seal used for each container of supplied materials?	\boxtimes		
8.11	Does the company use a First-In-First-Out or First-Expiration-First-Out system?	\boxtimes		
8.12	Does the company maintain appropriate storage conditions?	\boxtimes		
8.12a	Are those storage conditions monitored and documented?	\boxtimes		
8.13	Does the site make available a description of storage and/or warehouse conditions?	\boxtimes		
8.14	Does the site distribute products via a third party?	\square		
8.15	Are good distribution policies implemented?	\square		
8.16	Are transport mechanisms dedicated?		\boxtimes	
8.17	Does the company validate shipping method?	\boxtimes	\boxtimes	
8.18	Does the company validate packaging methods?			
Additional Comments: 8.7 Where applicable				

8.17 At specific customer request

8.18 Filling into primary packaging is validated for liquid products but secondary packaging methods are not validated for either liquid or powder products

I (Supplier) confirm that the information provided in this questionnaire is correct and can be verified.

Date: February 1st 2023 Title: Head of Quality