

## Site Quality Self-Assessment

based on

# **Rx-360 Supplier Assessment Questionnaire**

#### Module 2, Site Specific Information

Relevant for

Merck Chimie SAS 10 Avenue de Lattre de Tassigny 69330 Meyzieu, France An affiliate of Merck KGaA, Darmstadt, Germany

The site self-assessment covers our quality management system for the following non-regulated applications: - Design, development, manufacturing and distribution of polymer microspheres



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, Darmstadt, Germany Corporation with General Partners Frankfurter Str. 250 64293 Darmstadt, Germany Phone +49 6151 72-0 Sigma-Aldrich Corporation A subsidiary of Merck KGaA, Darmstadt, Germany 3050 Spruce Street St. Louis, MO 63103, USA Phone +1 (800) 521-8956 / +1 (314) 771-5765

EMD Millipore Corporation A subsidiary of Merck KGAA, Darmstadt, Germany 400 Summit Drive Burlington, MA 01803, USA Phone +1 (781) 533-6000

Site Self-Assessment Meyzieu version 1.2



### 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.



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#### **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: Merck Chimie SAS (Estapor) An affiliate of Merck KGaA, Darmstadt, Germany
1.2	Address: Merck Chimie SAS, 10 Avenue Marechal de Lattre de Tassigny, 69330, Meyzieu, FRANCE, An affiliate of Merck KGaA, Darmstadt, Germany GPS Coordinates: 45.7783365 Latitude, 5.0264597 Longitude
1.3	Phone: +33 (0)4 72 45 10 00
1.4	Email: Please contact your local Sales representative
1.5	Fax: +33 (0)4 72 45 10 16
1.6	Website: www.sigmaaldrich.com

	SECTION 2. General Site Operating Information					
2.1	What year did the site start operating? 2016					
2.2	What is the primary activity of the site? (e.g. manufacturing, distribution, etc.) Design, development, manufacturing and distribution of polymer microspheres.					
2.3	To which, if any, subdivision of the parent company does the site belong? Life Science Division of Merck KGaA, Darmstadt, Germany					

	SECTION 2. General Site Operating Information				
2.4	Size of site (in sq. ft. or m.): 1100m2				
2.5	Please list or attach the normal hours/schedule of the facilities, including shutdown dates (if applicable): Production hours: 06:00 - 20:00 Office hours : 08:00 - 17:00 No shutdown.				
2.6	Total number of employees on site: 17				
2.7	Total number of employees in Quality: 6				
2.8	Total number of employees in Manufacturing: 6				
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   Other   Please describe: ISO 14001, ISO 45001   Which Regulatory Initiatives does the site follow/comply with?   REACH   RoHs   Ca Prop. 65   WEEE				
2.10	Does the company/site have an export license?YesNoN/A				

	SECTION 2. General Site Operating Information						
2.11	Is the site registered with any gove GMP certification, etc.)? Yes No X If yes, please specify. Estapor products are non-regulated	] N/A	ry agency (FDA	registration,			
2.12	By whom is the site inspected (reg the last three years: DQS	ulatory or third p	party) and list in	spections within			
2.13	How often, as an annual average, i 2	s the site audited	l by customers o	or third parties?			
2.14	Has an Rx-360 audit been performed Please also state the date of the audi http://rx-360.org/audit-programs/		Yes	🛛 No			
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 custon $\square$ Yes $\square$ No	ners conduct aud	its 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.): N/A						
2.18	Does the site outsource any quality- Yes No If answering yes, please specify the Quality Control test	N/A					
2.19	Please check the supplier controls in	place for this fa	cility:				
2.19a	Quality Agreements with Suppliers	🗌 Yes	🔀 No	N/A			
2.19b	Subcontractor Qualification/Audit Program	🛛 Yes	🗌 No	N/A			

	SECTION 2. General Site Operating Information							
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	🛛 Yes	🗌 No	N/A				
2.19f	Approved Service Supplier List	🛛 Yes	🗌 No	N/A				
Addit	ional comments:							
N/A								

	SECTION 3. Objectionable N	Aaterials	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		$\boxtimes$	
3.1c	High potency compounds		$\boxtimes$	
3.1d	Materials of animal origin/Biologics		$\boxtimes$	
3.1e	Live virus or micro-organism		$\boxtimes$	
3.1f	Allergens		$\boxtimes$	
3.1g	Genetically Modified Organisms (GMO)		$\boxtimes$	
3.1h	Agrochemicals (Pesticides, Herbicides, Fungicides, etc.)		$\square$	
3.1i	Other (Please specify): N/A			
	SECTION 4. Cross Contami	ination 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			
4.1d	Dedicated Gowning			
4.1e	Procedural Controls			
4.1f	Other (please specify): N/A			
Addi	itional Comments: N/A			

	SECTION 5. Site Operating P	olicies			
5.1	Does the site utilize the following written polici			ocedures?	
Site Speci	Site Specific:		No	Not Applicable	
5.1a	Environmental, Health, and Safety				
5.1b	Facility Environmental Control Policy	$\square$			
5.1c	General Facility Cleaning Procedures	$\square$			
5.1d	Hygiene and Sterilization Procedures	$\square$			
5.1e	Validated Equipment Cleaning Procedures				
5.1f	Preventative Maintenance Program/Procedures	$\square$			
5.1g	Pest Control Program	$\square$			
5.1h	Master Production Procedure	$\square$			
Quality:			<u> </u>		
5.1i	Quality Control/Quality Management Policy				
5.1j	Quality Manual				
5.1k	Periodic Product Quality Review				
5.1k	Master Validation Plan				
5.1m	Risk Assessment Program				
5.1m	Supplier Approval Procedure				
5.10	Monitoring and Review of Approved Suppliers				
5.1p	Mechanism to Reduce Testing				
5.1q	Receiving Incoming Inspection				
5.1q 5.1r	Change Control Procedures				
5.1s	Document Management Policy				
5.13	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				
5.1y	Raw Material Retention Program				
5.12 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			$+$ $\vdash$	
5.1ff	Product Retention Program				
5.1gg	Recall Procedure				
5.1hh	Customer Complaint Handling				
5.1ii	Equipment validation/qualification procedure				

	SECTION 5. Site Operating I	Policies		
		Yes	No	Not Applicable
5.1jj	Internal audit/self-inspection program procedure	$\boxtimes$		
5.1kk	Site Security/Site Access Control Policies	$\square$		
5.111	New Hire Program/Induction Program	$\square$		
Business	s Continuity/Contingency Plan:			
5.1mm	Disaster Recovery Plan			
5.1nn	Pandemic Preparedness Plan	$\square$		
5.100	Supply Chain Emergency Preparedness Plan	$\square$		
5.1pp	Business Continuity/Contingency Plan	$\square$		
5.1qq	Can the company provide a plan upon request? below: BCP may be reviewed during an on-site audit, s non-disclosure agreement.	1		-

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?			
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?	$\boxtimes$		
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?			
6.6	Does the QA/QM review manufacturing and testing records prior to release?			
6.7	Does the facility utilize computerized systems for managing GxP activities or data?			$\boxtimes$
6.8	Are relevant computerized systems 21 CFR part 11 and EU GMP annex 11 compliant?			$\boxtimes$
6.9	Does the site use statistical methods for consistency and uniformity?			
6.10	Does the site use controlled documents for following and recording manufacturing instructions?			
6.11	Does the company qualify and/or validate manufacturing procedures?			

	<b>SECTION 6. Quality Assurance and Production</b>					
		Yes	No	Not Applicable		
6.12	Is any environmental monitoring conducted in	$\square$				
0.12	production/finishing areas?					
6.13	Does the site supply BSE/TSE declarations?			$\square$		
6.14	Does the site supply a declaration of Elemental Impurities?					
6.15	Are ICH Q3C solvents used in the manufacturing process of					
0.15	supplied materials?					
6.15a	If Yes, what class of solvent is used? N/A					
6.16	Are stability studies carried out according to ICH guidance?			$\boxtimes$		
6.17	Are solvents and mother liquor reused/recycled?		$\square$			
6.18	Does the site have a process water treatment system?	$\square$				
6.18a	Please check all that apply to the system:					
	$\boxtimes$ City/potable water					
	Distilled water					
	Disnied water					
	Water for injection (WFI)					
	Reverse Osmosis					
	Clean steam					
	Ultra-filtrated water (purified water)					
	Other: N/A					
( 10						
6.19	Does the plant have a batch/lot system?					
6.19a	Is the system traceable?					
6.19b	Is it unique?	$\square$				
6.19c	Is batch/lot manufacturing continuous?		$\square$			
6.19d	Is manufacturing batch by batch?	$\square$				
6.20	Does the site perform on-plant audits prior to approving					
	critical GxP suppliers?			$\bowtie$		
6.21	Does the site audit critical GxP suppliers after initial			$\boxtimes$		
	approval?			$\bowtie$		
6.22	Does the site inspect incoming materials?	$\square$				
6.23	Does the site test incoming materials to defined					
	specifications?					
6.24	Does the site establish purchase specifications for raw					
	materials?					
6.25	Is the equipment multi-use?	$\square$				
6.26	Does the site qualify equipment installation?					
6.27	Does the site qualify equipment operation?					
6.28	Does the site qualify equipment performance?					
6.29	Are production critical use instruments calibrated regularly?					

		Yes	No	Not Applicable	
6.30	Is rework allowed?		$\boxtimes$		
6.31	Is reprocessing allowed?	$\square$			
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?	$\boxtimes$			
6.34 If answering 'not applicable' for any of the above, please elaborate:					
	onal Comments: .8 : GxP guidelines not applicable				

can be upon request.

6.16 : Estapor microspheres are a raw material for IVD devices. ICH guidelines are not applicable.

6.20 / 6.21 : GxP guidelines not applicable

	<b>SECTION 7. Laboratory Procedures</b>	[	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?		$\bowtie$	
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?		$\square$	
7.7	Are retention samples of key raw materials maintained?		$\square$	
7.8	Are standards traceable to their preparation and reagents used?	$\boxtimes$		

SECTION 7. Laboratory Procedures		□ N/A for this Site		
		Yes	No	Not Applicable
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?			$\square$
7.15	If answering 'not applicable' for any of the above, 7.14: No repacking activites by third parties	please elab	oorate:	
7.16	Additional Comments: N/A			

S	sport	port 🛛 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?	$\square$		
8.3	Are packaging and labeling areas separate from production?	$\square$		
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)?		$\bowtie$	
8.7	Do labels include shelf life/expiration dates?		$\square$	
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?			$\square$

SECTION 8. Packaging, Storage, and Transport			□ N/A for this Site	
		Yes	No	Not Applicable
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?		$\boxtimes$	
8.15	Are good distribution policies implemented?			$\boxtimes$
8.16	Are transport mechanisms dedicated?		$\boxtimes$	
8.17	Does the company validate shipping method?		$\boxtimes$	
8.18	Does the company validate packaging methods?		$\boxtimes$	
Additional Comments: 8.9: Storage instructions are provided inside the package. 8.11:				
Estapor polymer microspheres are a non-regulated material, no expiry date is required. 8.15: GxP practices non applicable.				

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

Date:16<sup>th</sup> August 2022

Title:Estapor Quality Assurance Manager