

Site Quality Self-Assessment

based on

Rx-360 Supplier Assessment Questionnaire

Module 2, Site Specific Information

Relevant for

Sigma-Aldrich Biochemie GmbH Georg-Heyken-Straße 14, 21147 Hamburg, Germany

The site self-assessment covers our quality management system for the following applications:

- Manufacturing of phosphoramidites, solid supports and solvents for the oligonucleotide synthesis



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 KGA, Darmstadt, Germany 400 Summit Drive Burlington, MA 01803, USA Phone +1 (781) 533-6000

Site Self-Assessment Hamburg version 1.0



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: Sigma-Aldrich Biochemie GmbH				
1.2	Address: Georg-Heyken-Straße 14, 21147 Hamburg, Germany				
	GPS Coordinates: 53°28' N; 9°54' E				
1.3	Phone: +49 40 79702-0				
1.4	Email: Please refer to your Sales representative				
1.5	Fax: +49 40 79702-100				
1.6	Website: www.sigmaaldrich.com				

	SECTION 2. General Site Operating Information						
2.1	What year did the site start operating? Company was founded in 1981 and moved to the current facility in 1995.						
2.2	What is the primary activity of the site? (e.g. manufacturing, distribution, etc.) Manufacturing of phosphoramidites, solid supports and solvents for the oligonucleotide synthesis						
2.3	To which, if any, subdivision of the parent company does the site belong? Life Science, Applied Solutions						

	SECTION 2. General Site Operating Information				
2.4	Size of site (in sq. ft. or m.): 14827 sqm				
2.5	Please list or attach the normal hours/schedule of the facilities, including shutdown dates (if applicable): Office Hours: Monday to Friday 09:00 to 17:00 Production: 3 shifts; Monday 06:00 to Saturday 06:00; Shutdown on public holidays				
2.6	Total number of employees on site: 92				
2.7	Total number of employees in Quality: 12				
2.8	Total number of employees in Manufacturing: 27				
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: ISO14001 Which Regulatory Initiatives does the site follow/comply with? REACH RoHs Ca Prop. 65 WEEE				
2.10	Does the company/siteYesNoN/Ahave an export license?				

	SECTION 2. General Site Operating Information					
2.11	Is the site registered with any gove GMP certification, etc.)?	ernment regulato	ry agency (FDA	registration,		
2.12	By whom is the site inspected (reg the last three years: no quality related regulatory inspe Site was inspected by environment	ction in the last	three years;	spections within		
2.13	How often, as an annual average, i 5 customer audits per year	s the site audited	l by customers o	r 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 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 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?				
	YesNoIf answering yes, please specify the	N/A activities:				
	in answering yes, preuse speerry the					
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	🛛 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	X Yes	🗌 No	N/A			
Additional comments:							

	SECTION 3. Objectionable N	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		\square			
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.)		\boxtimes			
3.1i	Other (Please specify):					
	SECTION 4. Cross Contam	ination C	ontrol			
4.1	Are any of the following cross- contamination controls in place?	Yes	No	Not Applicable		
4.1a	Dedicated Facilities			\boxtimes		
4.1b	Access Controls			\square		
4.1c	Dedicated Personnel					
4.1d	Dedicated Gowning					
4.1e	Procedural Controls					
4.1f Other (please specify):						
Add	itional Comments:					

	SECTION 5. Site Operating P	olicies				
5.1 Does the site utilize the following written policies, programs, or procedures?						
Site Spec	Site Specific:			Not Applicable		
5.1a	Environmental, Health, and Safety	\square				
5.1b	Facility Environmental Control Policy			\boxtimes		
5.1c	General Facility Cleaning Procedures	\square				
5.1d	Hygiene and Sterilization Procedures			\square		
5.1e	Validated Equipment Cleaning Procedures			\square		
5.1f	Preventative Maintenance Program/Procedures	\square				
5.1g	Pest Control Program	\square				
5.1h	Master Production Procedure	\boxtimes				
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	\square				
5.1z	Raw Material Retention Program	\square				
5.1aa	CAPA Procedure	\square				
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	\square				
5.1gg	Recall Procedure					
5.1hh	Customer Complaint Handling					
5.1ii	Equipment validation/qualification procedure					

	SECTION 5. Site Operating F	Policies		
		Yes	No	Not Applicable
5.1jj	Internal audit/self-inspection program procedure	\square		
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			\square
5.1nn	Pandemic Preparedness Plan			
5.100	Supply Chain Emergency Preparedness Plan			\square
5.1pp	Business Continuity/Contingency Plan			
5.1qq	Can the company provide a plan upon request? (below:	OR provide	e a short o	description

	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?	\boxtimes			
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?			\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?			\boxtimes	
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?				
6.12	Is any environmental monitoring conducted in	\square			

	SECTION 6. Quality Assurance and Production					
		Yes	No	Not		
	production/finishing areas?			Applicable		
6.13	Does the site supply BSE/TSE declarations?	\square				
6.14	Does the site supply a declaration of Elemental Impurities?	\square				
6.15	Are ICH Q3C(R4) solvents used in the manufacturing process of					
0.15	supplied materials?					
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?					
6.18a	Please check all that apply to the system:					
	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				
	Is it unique?			\boxtimes		
6.19b	1					
6.19c	Is batch/lot manufacturing continuous?					
6.19d	Is manufacturing batch by batch?	\square				
6.20	Does the site perform on-plant audits prior to approving critical			\boxtimes		
	GxP suppliers?					
6.21	Does the site audit critical GxP suppliers after initial approval?					
6.22	Does the site inspect incoming materials?	\square				
6.23	Does the site test incoming materials to defined specifications?	\square				
6.24	Does the site establish purchase specifications for raw	\square				
	materials?					
6.25	Is the equipment multi-use?	\square				
6.26	Does the site qualify equipment installation?	\square				
6.27	Does the site qualify equipment operation?	\square				
6.28	Does the site qualify equipment performance?	\boxtimes				
6.29	Are production critical use instruments calibrated regularly?	\square				
6.30	Is rework allowed?					
6.31	Is reprocessing allowed?					
6.32	Are manufacturing and packaging activities traceable to the					
	equipment, areas, and materials used?	\square				

roduction materials handled and stored in a manner to	Yes	No	Not Applicable
nt degradation, contamination and cross-contamination?			
wering 'not applicable' for any of the above, please elabora	ite:		
3		swering 'not applicable' for any of the above, please elaborate:	swering 'not applicable' for any of the above, please elaborate:

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?	\boxtimes		
7.7	Are retention samples of key raw materials maintained?	\boxtimes		
7.8	Are standards traceable to their preparation and reagents used?			
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?			

SECTION 7. Laboratory Procedures			□ N/A for this Site			
		Yes	No	Not Applicable		
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, j	please elab	oorate:			
7.16	Additional Comments: Only CofA will be provide	d				

SECTION 8. Packaging, Storage, and Trans		port 🛛 N/A for this Site				
		Yes	No	Not Applicable		
8.1	Does the site have a validated or qualified labeling system?		\square			
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)?					
8.7	Do labels include shelf life/expiration dates?					
8.8	Do labels include lot/batch number?	\boxtimes				
8.9	Do labels include requirements for storage conditions?	\boxtimes				
8.10	Is tamper evident seal used for each container of supplied materials?		\square			
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?		\square	\square		
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?		\square			
8.17	Does the company validate shipping method?					
8.18	Does the company validate packaging methods?			\square		
Additional Comments: Shelf life is not on all labels						

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

Date:15. December 2020 Title:Sr. Supervisor Quality Systems