



Tel. direct: +41 22 791
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In reply please
refer to:

Your reference:

Dear *Name*,

**WHO Prequalification Team: medicines
Appointment as an observer or co-inspector in a WHO inspection team**

I would like to formally request you to make an observer/co-inspector available to assist the World Health Organization (WHO), in performing inspections as detailed below:

Name: .
Address: .
Date: .

This inspection forms part of the assessment process in the WHO Prequalification Team. I should like to formally request that you make *Name* available to assist WHO in this inspection. The dates of the inspection are tentative as they subject to confirmation by the manufacturer.

The inspection will focus on the **production and control of HIV/AIDS, anti-tuberculosis, antimalarial, reproductive health products (or) compliance with Good Practices for National Pharmaceutical Control Laboratories, Good Manufacturing Practices and Good Clinical Practices as recommended by WHO for such laboratories (select).**

WHO will cover the cost of transportation to *Country* and travel in-country. A daily allowance will be paid to cover hotel expenses and food [*for co-inspectors only* and a Consultant Contract will be issued to cover remuneration for the preparation prior to the inspections, the inspections as well as the writing of the reports after the inspections. The Consultant Contract also covers the time it may take to review the corrective actions submitted by the companies following the inspections].

WHO will send to the inspector a provisional agenda and background information. The inspector should prepare further by reading these documents.

Further information regarding the WHO inspection process is available on our website:

http://www.who.int/medicines/areas/quality_safety/quality_assurance/production/en/index.html

Please do not hesitate to contact us by sending an email to **prequalinspection@who.int** should you need any further clarification.

I would like to take this opportunity, once more, to thank you for making *Name* available to assist in this inspection.

Yours sincerely,

Mr Deus Mubangizi
Coordinator
Prequalification Team
Regulation of Medicines and other Health Technologies