FAQ: Variations to prequalified pharmaceutical products

This questions and answers (Q&A) document addresses the questions most frequently asked by the applicants on matters related to variations to finished pharmaceutical product (FPP) subsequent to prequalification.

This Q&A document aims to provide clarification, and additional information, as needed, and should be read in conjunction with the WHO guidelines on variations to a prequalified product and other guidance documents.

This document will be updated regularly to reflect new developments.

1. What is the timeline for implementation and review of a variation? Where can these timelines be found?

The implementation and assessment timelines for the various change categories are provided in the section for Variations to FPP on the Prequalification of Medicines website. Each type of variation has its own approval mechanism and timeline, as summarized in the Variations Approval Mechanism and Timelines (PDF) table.

For changes to an Innovator or Multisource (Generic) FPP Prequalified on the basis of SRA approval, please refer to SRA-approved Multisource (generic) or Innovator FPPs.

The timelines are subject to change and will be updated, as and when appropriate. Whenever there is conflict, the timeline published on Prequalification of Medicines website prevails over the timeline included in the variation guideline.

2. Should data to support the annual notification be submitted?

An annual notification should be submitted with a completed variation application form including a summary of the change(s) and the date(s) of implementation. The summary should be sufficiently detailed to enable the assessor to quickly determine whether the appropriate reporting category has been used.

When an annual notification involves a change in specifications or standard test procedures (STP) for an API or FPP, the signed and dated version of the revised specification and STP including the change history should be attached to the application form.

For FPPs that have an agreed-upon Quality of Information Summary (QIS), the QIS should be revised and submitted with the revised sections highlighted. See more discussion on the QIS under (3) below.

Additional associated documentation is not required to be submitted. However, the information used to support the change must be generated prior to distributing the product manufactured with the change, and should be available on request, or to WHO inspectors during an inspection. A summary of studies performed to assess the impact of each change on product quality should be provided in the application form, if applicable.
3. **Do I need to update the quality information summary (QIS) for each variation application?** – Revision November 2019

The QIS provides a summary of the key quality information from the product dossier which has been accepted by WHO PQ. It is a useful tool for post-prequalification activities, e.g. GMP inspections, variations and requalification of the product. The final QIS also facilitates the information exchange between WHO and national regulatory authorities participating in the WHO collaborative registration procedure.

The QIS is a living document which needs to be revised each time a particular section is affected by a proposed change. A revised QIS with track changes and clean version should be submitted as part of the variation package and the change history updated.

The applicant is required to update the “Applicant’s date of preparation or revision” section of the QIS whenever a revision is made to the QIS for tracking purposes.

After a change is accepted, the QIS represents the approved quality data in the product dossier, which should be used as the basis for any future application submissions.

If there is no change to the QIS as a result of the variation, a statement should be made in the variation application form to this effect.

Please note that if no agreed QIS was made available at the time of prequalification of the FPP concerned, a QIS is not required for submission of a variation. However, if a QIS was made available through requalification of the FPP concerned, a revised QIS should be submitted with the variation, if applicable.

**Commitments section in the QIS:**

At time of prequalification, the final QIS is revised by WHO to include the commitments made by the applicant during the assessment process (greyed out, as per the current QIS template). These commitments should be retained for the variation applications.

Commitments made during variation assessments are not included in the QIS. The commitments are mostly made in line with the GMP principles. The applicant must fulfil the commitments and make the information available to the inspectors or whenever requested by WHO.

4. **For a grouped variation, should I file an application form for each change separately?**

Grouping of variations is acceptable only under the following circumstances.

- the variations are consequential to each other, e.g. introduction of a new impurity specification that requires a new test method
- the same change affects multiple FPPs from the same applicant e.g. addition of a new API manufacturing site for multiple FPPs
- each of the changes is of the AN type.
A grouped variation should be filed in one application form, and will be reviewed as one application. For the purpose of classification, an application involving two or more types of variations will be considered to be of the highest risk type. For example, additional manufacturing site for an FPP for all the manufacturing processes (the new site has been satisfactorily inspected by WHO) with scale up of batch size at the new site (up to 10 times to the biobatch) should be submitted as a grouped variation of variation no.28c (Vmin) and variation no. 30a(IN). The overall variation type is a minor variation, and the implementation and assessment timelines will therefore be those for a minor variation. The conditions and documentation for both changes should be considered and submitted in the application.

5. For an additional FPP manufacturing site, a minor variation may be submitted if the proposed site has been inspected and found GMP compliant by WHO or an SRA in the last three years (variation no.28). Should a major variation be used if the GMP inspection for the proposed site was conducted more than 3 years ago?

It is recommended that the applicant consults WHO PQ in advance when planning the submission (address enquiry to: prequalvariation@who.int).

6. May a batch size that has been accepted for one of the approved manufacturing sites of the product be implemented at the other approved FPP site? What change category should be applied for?

If a batch size has been accepted for one of the FPP sites, it may be implemented at other approved FPP sites, and be notified to WHO as an Annual notification. The following conditions should be fulfilled:

1) The change pertains only to immediate-release oral pharmaceutical forms and to non-sterile liquid forms.

2) Manufacturing equipment used at these sites is similar, except capacity differences.

3) Formulation, controls on starting materials, manufacturing process, in-process controls, specifications and packaging materials remain the same at both sites.

4) The necessary validations/qualifications at the other (proposed) site must be carried out as per cGMP prior to distributing the product and the data generated should be made available for verification by the WHO inspection team or for evaluation by assessors when requested.

7. What is the variation requirement when the heavy metals test is removed from API and/or excipient specifications?

The change can be implemented and be notified to WHO as annual notification or when submitting a related variation application for the affected product. The revised specifications of API and/or excipient (with version history) should be submitted with the notification. Information about the elemental impurities in API or excipients should be available to the FPP manufacturer. The FPP manufacturer should conduct associated risk assessment on elemental impurities which should be available in case requested by assessors or for verification by the WHO inspection team.
8. There is no change category in the variation guideline for a proposed change, what should I do? - Revision Nov 2019

A change that is not addressed in the WHO guidelines on variations to a prequalified product (variation guideline) should be considered as a major change by default as per the guideline. This is to give WHO enough time to review the unclassified change. However, if the applicant believes that the change is unlikely to have major effects on the overall safety, efficacy and quality of the product (refer to the Appendix I: Examples of changes that should be submitted as major variations), the applicant may choose to use one of the following options.

**Option 1:** Submit an unclassified minor variation, with the following information;
- An application form
- Justification of why the change is considered to be unclassified in the variation guideline;
- Justification of why the change is not considered as a major variation
- Supportive documents. Please note that it remains the responsibility of the applicant to submit relevant documentation to justify that the change will not have a negative impact on the quality, safety and efficacy of the product.
- An updated quality information summary (QIS), if applicable.

The application will be handled as per minor variation procedure. If WHO is of the opinion that the proposed variation may have a significant impact on the quality, safety or efficacy of the product, the applicant will be notified that the change will have to be reclassified as a major variation. As a consequence, the applicant may be requested to submit additional information. The major variation procedure will be used after receipt of the additional information.

**Option 2:** WHO PQTm may be consulted for classification of the particular change, by email addressed to prequalvariation@who.int. The subject of the email should use the following standardized wording: WHO reference number (e.g. HA800)– variation classification request. It is important that the email contains sufficient details of the proposed change to enable WHO to provide advice, which should include the following information:
- Details of the proposed change;
- Why the applicant considers the change to be unclassified in the variation guideline;
- Classification proposed by the applicant;
- Justification for the classification proposed by the applicant.

WHO PQTm will provide recommendation within 30 calendar days following the receipt of the request. The recommendation will include the change category, (e.g. #31u -immediate notification as agreed with PQT) and the conditions applicable for the recommended classification of the variation but not the required documentation.
The recommendation should be included in the future variation application. It should be noted that such recommendation of PQTm relates to the situation described in the specific request only.

Any request which is considered inadequately justified or which is already classified in the guideline shall be rejected.

How to categorize a change which is not addressed in the Variation guideline

For an unclassified change, the variation can be categorized with suffix “u” within the most relevant classification as laid down in the Variation Guideline.

For example, change in manufacturing process of the FPP is described in the variation guideline No. 31, which includes two change categories, i.e. #31a-Annual notification and #31b-Minor variation. If a proposed change in the manufacturing process does not meet one or more conditions of #31a and #31b, it may be submitted as #31u- Major change by default, or #31u -unclassified minor variation (if the applicant believes the change will not significantly affect the safety, efficacy and quality of the product), or #31u- immediate notification as agreed with PQT (if an agreement has been reached with PQT pre-submission).

Examples of changes which are not described in the Variation guideline that should be submitted as major, or be reclassified as minor or notification, are given in appendix I and appendix II. Examples of changes that do not need to be filed as variation applications but should be handled as per GMP change control are given in appendix III. The appendices will be updated regularly to reflect new developments.
Appendix I: Examples of changes that should be submitted as major variations

(It remains the responsibility of the applicant to submit relevant documentation to justify that the change will not have a negative impact on the quality, safety and efficacy of the product)

1. Addition of new API source with a new APIMF.

2. Qualitative or quantitative changes in composition of the product that may have a significant effect on the quality, safety, or efficacy of the product (required to be supported by a bioequivalence study).

3. Addition of a new manufacturing site and/or new production block which has not been satisfactorily inspected by WHO or by an SRA.

4. Major change in the manufacturing process of product that requires a new bioequivalence study, e.g. from dry to wet granulation, from one type of drying process to another for products containing insoluble APIs.

5. Change in manufacturing process that may affect the sterility assurance of a sterile product (e.g. change from aseptic processing to terminal sterilization or vice versa), including changes in the sterilization method for packaging materials (e.g. gas, dry heat, irradiation).

6. Change in the limit of an impurity exceeding the ICH qualification threshold which requires supportive toxicological data.

7. Change in the qualitative/quantitative composition of primary packaging of a sterile product.
Appendix II: Examples of changes which are not described in the Variation guideline and can be classified as minor change or notification – Revision November 2019

(The category and required conditions, if applicable, are given for each specified change. It remains the responsibility of the applicant to submit relevant documentation to justify that the change will not have a negative impact on the quality, safety and efficacy of the product)

1. Change in the manufacturing process of the FPP - Change in the holding time of an intermediate - #31u-Vmin
   Conditions: Supportive hold time study data are available.

2. Change in in-process limits (relaxation) for immediate release products based on trend data for a minimum of 10 consecutive commercial batches, e.g. hardness, blend fines, bulk density - #32u- IN
   Conditions:
   i. No change in the manufacturing process and specifications of the final product (except hardness, if applicable);
   ii. Similarity of dissolution profile to the biobatch dissolution profile is demonstrated under routine dissolution condition (in the case of change in hardness)

3. Change in FPP specification - introduction of skip testing of microbial limit for non-sterile dosage forms - #37u- IN
   Conditions: Results for at least 5 commercial batches showing compliance with the acceptance criteria. At least one batch should be fully tested at regular intervals (one batch for every 10 batches or one batch in a year, whichever is sooner). Full testing must be reinstated as soon as any batch failure is observed or conditions under which skip testing was approved are no longer met.

4. Elimination or reduction of an overage from the batch formula which was previously used to compensate for presumed manufacturing losses - #31u- IN
   Conditions: N/A

5. Change in location of manufacturing (including terminal sterilization of finished product) within the accepted facility or site with no changes to currently accepted formulation, batch size(s), manufacturing process, equipment, in-process controls, finished product specifications, and packaging materials. The Quality systems, standard operating procedures, and manufacturing batch records will remain the same except for administrative information - #28u- AN
   Conditions: The accepted facility or site, including the proposed location, has a satisfactory GMP status confirmed by WHO or by an SRA. Please note that such changes should follow proper change control procedures which should include but not be limited to risk assessment, qualification of new facility, equipment and process validation.
Appendix III: Examples of changes that do not need to be filed as variation applications but should be implemented as per GMP change control

1. Reduced testing frequency of API, excipients, packaging material etc. by the finished product manufacturer on receipt of batches, whether the finished product manufacturer performs all of the tests listed in the approved specifications or accepts some of the results (except Identification) based on the certificate of analysis provided by the suppliers. The specifications should remain unchanged (a complete specification must be maintained for full periodic retesting). The reduced testing scheme should be documented and will be subject to review during a GMP inspection. Normally periodic or skip testing should only be implemented for the testing of regular commercial batches.

2. Reduced testing frequency of in-process controls of intermediates (e.g. final blend, core tablets) based on trend data of a sufficient number of commercial batches (e.g. more than 10 batches), except for low dose product manufactured by direct compression. The specifications of intermediates should remain unchanged. The reduced testing scheme should be documented and will be subject to review during a GMP inspection.

   The manufacturer needs to perform continued process verification to demonstrate that process is well controlled. Full testing must be reinstated as soon as any batch failure is observed or if there is a change in the validated manufacturing process which might have a possible impact on the quality of product.

3. Changes to the dossiers including spelling mistakes, editorial revisions made to documents such as Validation protocol and/or Reports, Analytical Procedures, SOPs, Batch manufacturing records, for added clarity that have no impact on the safety, efficacy and quality of the product.

4. Change in the in-process controls performed at non-critical manufacturing steps (e.g. a process/step that has no impact upon purity and impurity profile or requires no specific facility considerations, such as, buffer and media preparation, storage of intermediates, and packaging)

5. Replacement of equipment with that of the same design and operating principle, when there is no change in the approved process methodology or in-process control limits. An equivalency study is recommended. However, for terminal sterilization of product, change from a qualified sterilization chamber to another, the new chamber and load configurations are required to be validated to operate within the previously validated parameters. This will be verified during a GMP inspection.


7. Change in supplier of excipients without a risk of TSE contamination and without change in the technical grade and specification.

8. Change in dimensions of secondary packaging.

9. Change in tertiary packaging components (including tertiary pack size) of drug substance or drug product that do not affect stability.

10. Change in the color, design of label art work without change in the contents