



## **GUIDELINES FOR THE PREPARATION OF A CONTRACT RESEARCH ORGANIZATION MASTER FILE (CROMF)**

### ***DRAFT FOR COMMENT***

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**SCHEDULE FOR THE PROPOSED ADOPTION PROCESS OF DOCUMENT QAS/09.329:  
GUIDELINES FOR THE PREPARATION OF A CONTRACT RESEARCH  
ORGANIZATION MASTER FILE (CROMF)**

Prequalification (PQ) Inspectors meeting	2-3 April 2009
Preparation of first draft working document	May 2009
Discussion during consultation on WHO guidelines for medicines quality assurance, quality control laboratories and transfer of technology	27-31 July 2009
Mailing of document for comments	September 2009
Presentation to the WHO Expert Committee on Specifications for Pharmaceutical Preparations	12-16 October 2009
Further action, as required	

## GUIDELINES FOR THE PREPARATION OF A CONTRACT RESEARCH ORGANIZATION MASTER FILE (CROMF)

### INTRODUCTION

During the Prequalification Inspectors meeting, held on 2-3 April 2009, the need was identified for guidelines for preparing a contract research organization master file (CROMF). In line with the *Guidelines for preparing a laboratory information file* (WHO Technical Report Series, No. 917, 2003, Annex 5) this document has been prepared for discussion and consultation.

*[Note from Secretariat: Feedback is needed on the following two points:*

- during discussion the question was raised as to whether there was the need to include a section that would allow reference to other activities carried out by the contract research organization; and*
- whether or not to include the need for self-inspection.]*

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## **Background**

A contract research organization master file (CROMF) is a document prepared by the contract research organization (CRO) containing specific and factual information about the CRO, the conduct of clinical studies as well as the analyses of samples and related operations (including clinical trials, clinical data management, pharmacokinetics and statistical analysis, regulatory affairs, etc.) carried out at the named site. If only part of the operations referred to below is carried out at the site, the site master file needs to be presented only for those operations.

A separate section could be prepared for the clinical pharmacology unit (CPU) and bioanalytical laboratory (BAL), or the sections should clearly make distinction of the information pertaining to each section.

A CROMF should be succinct and as far as possible not exceed 25 x A4 pages.

### **1. General information**

- 1.1 Name and exact address of the CRO including telephone, fax, 24-hour telephone numbers and e-mail address
- 1.2 Brief information on the CRO
- 1.3 Activities as licensed by the national authority/international regulatory authority
- 1.4 Inspections/approvals/accreditations by any regulatory agency
- 1.5 Type of studies performed on site (provide list of projects conducted from this site)
- 1.6 Short description of the CRO (size, location, number of beds, etc.)
- 1.7 Number of employees engaged in studies, quality control, storage and distribution
- 1.8 Assistance provider:
  - 1.8.1 Use of outside scientific, analytical or other technical assistance in relation to studies and analysis (e.g. clinical laboratory, x-ray, caterers, etc.)
  - 1.8.2 Services outsourced, e.g. contracts with tertiary care hospital for handling of medical emergencies, ambulance facility, nutrition, biomedical waste, chemical waste, caterer, pest control, pathology laboratory, etc.

### **2. Quality management system of the contract research organization (short description, e.g. responsibilities of the quality assurance unit)**

- 2.1 Organization chart including the arrangements for quality assurance

### **3. Personnel**

- 3.1 Qualifications, experience and responsibilities of key personnel:
  - 3.1.1 Test facility management and responsibilities
  - 3.1.2 Principal investigator and responsibilities
  - 3.1.3 Analytical investigator and responsibilities
  - 3.1.4 Biostatistician and responsibilities
  - 3.1.5 Curriculum vitae of key personnel
- 3.2 Outline of arrangements for basic and in-service training and how records are maintained
- 3.3 Training of personnel:
  - 3.3.1 Training schedule
  - 3.3.2 Training records

#### **4. Responsibilities**

**(brief description of the responsibilities of the following)**

- 4.1 The investigator
- 4.2 The sponsor
- 4.3 The monitor
- 4.4 The study director
- 4.5 Quality assurance
- 4.6 Biostatisticians

#### **5. Ethics committee**

- 4.1 Constitution and relation to CRO
- 4.2 Procedures

#### **6. Computer systems**

**(short description)**

- 5.1 Hardware,
- 5.2 Software
- 5.3 Data management
- 5.4 Use of software, e.g. LIMS in bioanalytical laboratory, software used in PK and statistical analysis

#### **7. Premises and equipment**

- 7.1 Premises
  - 7.1.1 Facility layout/plan  
Provide complete layout plan including quality assurance, stores, purchase and other departments, e.g. laboratories, clinic (also provide information on size, location and total personnel involved in each of the following activities, number of beds, etc.)
  - 7.1.2 Special areas for the handling of samples
  - 7.1.3 Archive: design, conditions, operational procedures
- 7.2 Equipment
  - 7.2.1 Brief description of major equipment used for sample analysis (a list of equipment is not required)
  - 7.2.2 Qualification and calibration, including the temperature recording systems. Arrangements for computerized systems and validation (back-up of electronic data)

#### **8. Documentation**

- 8.1 Briefly describe document management system
- 8.2 Project work flow
- 8.3 Preparation of protocols
- 8.4 Preparation of informed consent forms
- 8.5 Preparation of case report forms
- 8.6 Preparation of final report
- 8.7 Master schedule (list of good laboratory practices (GLP) and non-GLP studies ongoing and finished)

#### **9. Safety monitoring (brief description)**

**10. Investigational medicinal product**

- 10.1 Characterization, sampling, handling, storage and disposal
- 10.2 Pharmacy and dispensing

**11. Pathology**

- 11.1 Biological sample collection
- 11.2 Handling and analysis of biological samples

**12. Bioanalytical laboratory (brief description)**

- 12.1 Method development and validation
- 12.2 Biological matrix storage and handling of matrix samples
- 12.3 Analysis of unknown samples
- 12.4 Preparation and labelling of reagents
  - Storage of samples
- 12.5 Stability testing

**13. Biostatistics**

- 13.1 Data processing and analysis
- 13.2 Data management

**14. Volunteers**

- 14.1 Procedure for recruitment
- 14.2 Maintaining information on volunteers (e.g. data bank)

**15. Other information**

- 15.1 Power supply system – UPS and generator availability and capacity
- 15.2 Any other information which the CRO may feel appropriate to be added

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