**Decentralised Manufacture Master File (DMMF)
<Point of Care MF><Modular Manufacture MF>**

**<Name of medicinal product>**

**<Manufacturer>**

**<(Version Number)>**

|  |  |
| --- | --- |
| **UK DMMF number:** | <DM Number Identifier>  |
| **DMMF Holder**  | **<Decentralised Manufacture Master File Holder name>** <Full DMMF Holder administrative address> <Country> The Decentralised Manufacture Master File Holder takes responsibility for the overall control and quality of the product and typically should comprise the Sponsor in the case of a Clinical Trial Authorisation Application or a Marketing Authorisation Applicant or Holder, where appropriate.  |
| **DMMF Control Site** | **<Decentralised manufacture Control Site name>** <Manufacturing site address(es)> <Country>  |

## Decentralised Manufacture Master File

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| **Principles of the Decentralised Manufacture Master File** A DMMF means a detailed description of the arrangements for the manufacture or assembly of a point of care (POC) or a modular manufacture (MM) medicinal product. The DMMF is product specific and, for a Clinical Trial or Marketing Authorisation Application, prepared in coordination between the Sponsor or Marketing Authorisation Holder as applicable and the pharmaceutical manufacturer. For a Manufacturer’s “Specials” (MS) Application, this will be prepared by the MS licence holder. The DMMF should contain specific information about the quality management activities of the Control Site, the production and/or quality control of pharmaceutical manufacturing operations carried out at the POC or MM sites and the information to support the specific product named in the DMMF. There will only be one Control Site per DM product but each Control Site can be responsible for several DM products.Statutory Instrument 2025 87 refers to a dossier that must accompany each application for a new POC or MM product or variation to an existing authorisation, whether for clinical trial, marketing authorisation or MS. The information requirements for the dossier are listed in SI 2025 87 and also in the Interpretation Guidance. That information should be provided in the DMMF. The DMMF is stand-alone document that is separate from both the clinical trial authorisation or marketing authorisation, and the Manufacturing Licence holder’s Site Master File (SMF). It provides all relevant detailed information on the characteristics, manufacture and control of a medicinal product manufactured or assembled wholly or in part by decentralised manufacture. Each individual DMMF should relate to a single product unless this is very closely related e.g. the same composition manufactured by the same process but which is produced in a range of dosage strengths. Similar principles should be applied to those of Marketing Authorisations. The DMMF is intended to simplify information management for the Master File Holder and to provide data at a suitable level of detail for the Master File Holder and Licensing Authority by: * Capturing product information using eCTD format where appropriate
* Capturing site information using Site Master File format where appropriate

The DM MF is structured in the following sections focused on:* Information relating to the Control Site and its functions
* Information relating to each of the manufacturing sites associated with the Control Site
* Manufacture and control of the medicinal product

Sections in Green in this document are meant to provide guidance as the data to include in each section, where not following routine submissions such as the format of the Common Technical Document (CTD) for product applications via CTA or MAA.The aim of these Explanatory Notes is to guide the authors in the preparation of a DM MF that is required for the regulatory authority when assessing POC or MM applications and when conducting GMP, GCP or GVP inspections.Note: The DMMF is also required for Unlicenced “Specials” medicines, however the data contained with regards to characteristics may be reduced, with justification for this recorded. Sections on manufacture and control should be fully completed.Note: The DMMF is not intended to replace Manufacturing site Quality system records, such as applicable procedures, work instructions or template batch records for example. |

# General Information – Point of Care / Modular Manufacture

### Decentralised Manufacture designation number for the Medicinal Product

### Decentralised Manufacture Master File – review, amendment and maintenance

Describe the processes by which the Control Site will review and amend the Decentralised Manufacture Master File for the medicinal product.

Reference may be made to a Standard Operating Procedure where relevant

Maintain a Version History table, either in this section or at the end of this document. This should not simply refer to any Quality System Change control document but provide information on the reasons and scope of the change.

For products that are the subjects of a Clinical Trial Authorisation or Marketing Authorisation and updated following / as part of a CTD update as per the relevant variation or amendment, include reference to the appropriate regulatory identifier and approval date.

Note: This section is not intended to document the management of commissioning and decommissioning of sites as that is managed via the relevant appendices.

# Control site functions and management

### General information relating to the Control Site and its functions

|  |
| --- |
| **Control Site (Company and Site Name, and address:** |
| **Manufacturing Licence Number** | **Authorised Activities** |
|  |  |
|  |  |
| **Name(s) and address(es) of the person(s) to be contacted in respect of manufacturing or assembly operations under the licence** |
| **Name** | **Postal and email addresses and telephone number (including telephone number for urgent contact)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Name(s) and address(es) of the person(s) to be contacted in respect of quality operations under the licence** |
| **Name** | **Postal and email addresses and telephone number (including telephone number for urgent contact)** |
|  |  |
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Reference may be made to the Site Manufacturing licence where relevant, however details must be included in the DMMF with regard to contact details (email and telephone number) for each person.

### Management, supervision and control of sites of manufacture or assembly

Describe the arrangements for supervision and control of sites of manufacture or assembly by the Control Site.

This should include details on the following:

* Required physical design / building or site requirements for each remote site, specific to the product named in the DM MF.
* Access to Quality systems including Deviations and Change Controls and notification
* Equipment controls
* Process and Cleaning validation as applicable
* Quality Control
* Personnel Training and qualification activities
* Notification of unusual events
* Record management
* The release process for manufacturing at each remote site with regards to the Qualified Person or Named QC oversight
* Release activities including the role and qualifications of the on-site Release person at the site of Manufacture. Note this release person should be independent from the individual carrying out the manufacturing activities.
* Reference and Retention sample requirements and controls.
* Self-Inspection programme for the remote sites

Note: this list is not exhaustive and guidance on this may be revised.

Reference may be made to a Standard Operating Procedure where relevant

### Commissioning of Sites of manufacture or assembly

Describe the process by which the Control Site will approve new sites of manufacture or modular units.

This should include details on the following (as applicable and not exhaustive):

* Facility qualification and maintenance
* Environmental Monitoring controls
* Equipment qualification and calibration
* Access to the common quality systems
* Personnel training and qualification

Information should be included to provide assurance of compliance with the manufacturing controls, and comparability of manufacturing at each site.

### Decommissioning of sites of manufacture and assembly

Describe the process by which the Control Site will decommission or suspend sites of manufacture or modular units.

For example, when modular units or equipment is retrieved or relocated, or trained personnel are no longer available then the site must undergo a decommissioning process.

**Satellite support sites**

|  |  |
| --- | --- |
| **Address of site**  | **Authorised activities(Storage / distribution to Manf. site etc)** |
|  | Describe the function of any supporting site such as storage of equipment and components |
|  |  |
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For each site, or as a common approach, describe below how materials and/or equipment may be supplied from these sites to each site of manufacture.

### Pharmacovigilance reporting

Describe the arrangements for reporting of suspected adverse reactions or events of special interest from sites of manufacture or assembly to the Control Site.

# Manufacturing site management

Reproduce these tables for **each**:

* site of manufacture and assembly

Where the Manufacturing site is a Modular unit (relocatable under the modular manufacturing model, then a new Annex / copy of this form should be used for the new location, retaining the same Unit Identification reference.

Maintain these tables as Annex 1 of the DMMF.

|  |  |
| --- | --- |
| **Site or Unit identifier** |  |
| **Location of site <of manufacture> <operations related to manufacture>** | Detail with regards to the address and location at that address should be included |
| **Authorised activities(manufacture, assembly)** |  |
| **Description of the facility or unit manufacturing area** | Detail with regards to either 1. the Modular Unit, or
2. the room / unit designated as the POC unit, include room classification and pressure differentials between adjoining areas as applicable
 |

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| --- |
| **Name(s) and address(es) of the person(s) to be contacted in respect of Quality Operations at this Unit for manufacturing or assembly operations** |
| **Name** | **Email addresses and telephone number (including telephone number for urgent contact)** |
|  |  |
|  |  |
|  |  |
| **Name(s) and address(es) of the person(s) to be contacted in respect of Manufacturing or assembly operations at this Unit** |
| **Name** | **Email addresses and telephone number (including telephone number for urgent contact)** |
|  |  |
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|  |  |
| **Name(s) and address(es) of the person(s) to be contacted in respect of Adverse Event Reporting for manufacturing or assembly operations** |
| **Name** | **Email addresses and telephone number (including telephone number for urgent contact)** |
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| --- | --- |
| **Site or Modular Unit identifier** |  |
| **Date of site commissioning** | **Dates of manufacture** | **Date of site cessation / decommissioning.** |
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These should be maintained as current all times.

Dates of Manufacture must be subsequent (or the same day as where appropriate) the date of Commissioning.

When equipment is retrieved or relocated, or where trained personnel are no longer available for example, then the site must be noted as decommissioned as per the Section above on decommissioning.

# Medicinal product: Manufacture and control

Sections in eCTD format should be completed or cross-referred (in the case of an MAA or CTA application) in line with the current version of the Notice to Applicants, Volume 2A Procedures for marketing authorisation.

Data required by the CTD sections below are required for a DMMF intended as an unlicensed “Special” by an MS Holder.

* 1. Description and composition of the drug product (CTD module 3.2.P.1)
	2. Manufacture (CTD module 3.2.P.3)

### Batch formula (CTD section: P.3.2)

### Description of manufacturing process and process controls (CTD section: P.3.3)

### Controls of critical steps and intermediates (CTD section: P.3.4)

### Process validation and/or evaluation (CTD section: P.3.5)

* 1. Control of drug product (CTD module 3.2.P.5)

### Specification(s) (CTD section: P.5.1)

### Analytical procedures (CTD section: P.5.2)

### Validation of analytical procedures (CTD section: P.5.3)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **Method 1**  | **Method 2**  | **Method 3**  |
| Accuracy |  |  |  |
| Precision | Repeatability |  |  |  |
| Intermediate precision |  |  |  |
| Specificity |  |  |  |
| Limit of Detection (LOD) |  |  |  |
| Limit of Quantitation (LOQ) |  |  |  |
| Linearity |  |  |  |
| Range |  |  |  |
| Robustness |  |  |  |
| System suitability |  |  |  |
| Solution stability |  |  |  |

### Batch analyses (CTD section: P.5.4)

### Characterisation of impurities (CTD section: P.5.5)

### Justification of specification(s) (CTD section: P.5.6)

### Container closure system (CTD module 3.2.P.7)

### Stability (CTD module 3.2.P.8)

# Comparability protocols

This section should be used to document the means by which comparability of critical quality attributes across all manufacturing sites will be evaluated. This should include justification for control criteria and limits and identification of critical process parameters.

# Post approval change management protocols

Where relevant and in the context of a Marketing Authorisation only, reference to an approved Post Approval Change Management Protocol relevant to man may be made.

**Version History of DMMF**

Describe the revision history, with details on what has been updated and why.