



## Outcomes of the Review to the Vendor Qualification Questionnaires VQQ and Good Supplier Practice GSP

Dear Member,

CMA outlines the outcomes of the review to the standard format Vendor Qualification Questionnaires (VQQ) (a shared suite of documents developed by CMA in collaboration with the Australian Self Medication Industry (ASMI)). The revised documents are now published to the [CMA](#) and [ASMI](#) websites, respectively. The revisions made to the documents resulting from the review are summarised below. Now that this initial review has been completed, the standard review period will revert to a three yearly cycle.

**ACTION:** Users of these documents are asked to update their company's documentation to incorporate the revised versions of these standard industry forms. CMA members who require their suppliers to use these forms are asked to forward this Alert to those suppliers.

### Background

On 12 February 2014, CMA called for comment after the first year of use of the shared suite of Vendor Qualification Questionnaires (VQQ). A joint ASMI/CMA review committee was established. The committee completed a review of the Good Supplier Practice Guideline and the VQQs for currency. This coincided with a TGA update to its approach to managing the risk of Transmissible Spongiform Encephalopathies (TSE) in April 2014.

The amendments considered by the review committee as necessary to maintain currency were proposed to CMA's Manufacturing and Technical Committees for review and authorisation. All proposed changes were authorised by CMA and ASMI committees.

### Summary of changes

No changes were identified as being necessary to the Good Supplier Practice (GSP).

All of the Questionnaire documents were updated to reflect the Complementary Healthcare Council of Australia's new name, Complementary Medicines Australia (CMA).

Specific technical updates were also made to the following documents as a result of the review:

- Transmissible Spongiform Encephalopathies (TSE) Questionnaire
- Raw Material Manufacturer Vendor Qualification Questionnaire
- Supplier Vendor Qualification Questionnaire

A summary of the specific changes to each of these documents is provided below.

### Transmissible Spongiform Encephalopathies (TSE) Questionnaire

A major re-write of this document was required to reflect the revised [TGA approach to minimising the risk of exposure](#) (April 2014).

Due to the TGA's new approach, the questionnaire was updated to reflect an industry specific form rather than refer to the TGA supplementary requirements.

- Part 2 of the form now includes a section to specify the details for the raw material – name and code.
- Part 3 includes a check of documentation requirements for EDQM certificates.
- Part B, 5 has been extended to provide clarity that the question relates to starting material used to produce any of the after mentioned raw materials.

Revised version of this document can be located [here](#).

### Raw Material Manufacturer Vendor Qualification Questionnaire

- Page 3, Question 3.1 of Capabilities and Licensing – addition of a check box for agricultural raw material.  
Page 11, Question 7.8 of Quality Management - wording slightly amended and insertion of an additional question, 7.9, for the purpose of identification of the alternate practice where multiple lots or batches are sequentially packed and labelled as one lot/batch.
- Page 19, Question 9.17 of Quality Control of Raw Materials – amended to identify details for collection of retention samples for a process where multiple lots or batches are sequentially packed and labelled as one lot/batch.
- Page 19 Question 10.3 of Packaging, Storage and Distribution – amended to identify where multiple lots batches of raw material are sequentially packed and labelled as one lot/batch and whether it is indicated on packaging and labelling for traceability purposes.

Revised version of this document can be located [here](#).

### Supplier Vendor Qualification Questionnaire

- Page 3 Question 3.3 of Capabilities and Licensing - addition of check box for agricultural raw material

Revised version of this document can be located [here](#).

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