

# Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>9</b>
1.1	Background.....	9
1.2	Overview.....	9
1.3	Scope.....	9
1.4	Benefit.....	9
1.5	Purpose and Objectives.....	10
1.6	How to Use This Document .....	11
<b>2</b>	<b>Key Concepts and Responsibilities .....</b>	<b>13</b>
2.1	Key Concepts.....	13
2.2	Responsibilities .....	14
<b>3</b>	<b>Key Regulatory Requirements .....</b>	<b>17</b>
3.1	Background.....	17
3.2	Pharmaceutical Regulatory Authorities .....	17
3.3	Other Regulatory Authorities.....	18
3.4	Regulatory Approvals.....	18
<b>4</b>	<b>Closure Planning .....</b>	<b>21</b>
4.1	Strategy Development .....	21
4.2	Business Case Summary.....	21
4.3	Scope Definition.....	22
4.4	Planning and Scheduling .....	24
4.5	Impact Assessment.....	24
4.6	Regulatory.....	26
4.7	Legal .....	27
4.8	Divestiture Method .....	28
4.9	Requirements Definition.....	28
4.10	Engineering.....	28
4.11	Demolition .....	29
4.12	Decommissioning Verification Program .....	29
4.13	Disposition of Facility, Systems, and Equipment .....	29
4.14	Disposition of Product and Process .....	30
4.15	Acceptance and Release (End State).....	30
4.16	Communication.....	31
4.17	Security.....	31
4.18	Protecting Adjacent Operations .....	31
4.19	Change Management .....	31
4.20	Adverse Event Response .....	32
4.21	Community Outreach .....	32
4.22	Documentation.....	32
<b>5</b>	<b>Common Practices for GEP and GxP.....</b>	<b>33</b>
5.1	Health and Safety .....	33

<b>6 GxP Decommissioning Process .....</b>	<b>45</b>
6.1 Decommissioning Determination .....	45
6.2 Purpose and Scope .....	45
6.3 Process .....	46
6.4 Decommissioning Process Overview .....	47
6.5 Decommissioning Determination Documentation .....	49
6.6 Testing Responsibilities .....	50
6.7 Decommissioning Determination .....	50
6.8 Documentation Structure .....	53
6.9 Company Business (Level 1) .....	53
6.10 Transfer (Level 1) .....	53
6.11 Product Supply (Level 1) .....	54
6.12 Decommissioning (Level 1) .....	55
6.13 Decommissioning Retained Services (Level 1) .....	59
6.14 Decommissioning (Remediation) (Level 1) .....	61
6.15 Processes Across Strategy .....	61
6.16 Employee Support .....	62
6.17 Documentation and Responsibilities .....	62
6.18 Roles and Responsibilities .....	63
6.19 GxP Decommissioning Protocol .....	63
6.20 GxP Protocol Pre-Approval .....	64
6.21 GxP Protocol Execution .....	64
6.22 GxP Protocol Final Approval .....	65
6.23 GxP Exception Report .....	65
<b>7 Good Engineering Practice .....</b>	<b>67</b>
7.1 Roles and Responsibilities .....	67
7.2 GEP Decommissioning Dossier .....	67
7.3 GEP Dossier Pre-Approval .....	68
7.4 GEP Dossier Approval to Proceed .....	68
7.5 GEP Dossier Execution .....	68
7.6 GEP Dossier Final Approval .....	69
<b>8 Asset Disposal .....</b>	<b>71</b>
8.1 Introduction .....	71
8.2 Disposal Strategy .....	71
8.3 Disposal Methodology .....	72
8.4 Purchasing Process .....	74
8.5 Plant and Equipment .....	74
8.6 Documentation .....	74
8.7 Preparation for Disposal .....	75
8.8 Financial Control .....	75
8.9 Project Governance .....	75
8.10 Decontamination and Cleaning .....	76
<b>9 Remediation and Demolition .....</b>	<b>85</b>
9.1 Decontamination .....	85
9.2 Demolition .....	91

<b>10 Appendix 1 – Decommissioning Planning Checklist Template .....</b>	<b>95</b>
<b>11 Appendix 2 – Example Decommissioning Determination Statement .....</b>	<b>101</b>
<b>12 Appendix 3 – Example Sales Brochure .....</b>	<b>105</b>
12.1 Process .....	105
12.2 Examples .....	105
<b>13 Appendix 4 – Example Decommissioning Plan .....</b>	<b>109</b>
13.1 Decommissioning Plan .....	109
13.2 Decommissioning Determination .....	109
13.3 Decommissioning Approach .....	109
13.4 Decommissioning Deliverables .....	110
13.5 System/Stream Decommissioned Asset Disposal .....	111
<b>14 Appendix 5 – Example Demolition Expert Support User Requirements Specification .....</b>	<b>113</b>
14.1 Introduction .....	113
14.2 Overview .....	113
14.3 Function Group .....	114
14.4 Interfaces .....	115
14.5 Operational Environment .....	115
14.6 Constraints .....	115
<b>15 Appendix 6 – Example Asset Disposal Policy.....</b>	<b>117</b>
15.1 Introduction .....	117
15.2 Disposal Strategy .....	117
15.3 Disposal Methodology .....	118
15.4 Purchasing Process .....	118
15.5 Plant and Equipment .....	119
15.6 Documentation .....	119
15.7 Preparation for Disposal .....	119
15.8 Financial Control .....	120
15.9 Project Governance .....	120
<b>16 Appendix 7 – References .....</b>	<b>121</b>
<b>17 Appendix 8 – Glossary.....</b>	<b>123</b>
17.1 Acronyms and Abbreviations .....	123
17.2 Definitions .....	125